



# RESUME

## MANISH KUMAWAT

### CONTACT

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📍 Balaji Hitech City,  
Kawarpura Road, Sikar  
Rajasthan ( India )

### EDUCATION

2014 - 2015 High School  
BOARD OF SECONDARY  
EDUCATION, RAJASTHAN  
CLASS -- X 65.17%

2016 - 2017 High School  
BOARD OF SECONDARY  
EDUCATION, RAJASTHAN  
CLASS -- XII 75.00%

2018 - 2022 Colleague  
PANDIT DINDAYAL UPADHAYAYA  
SHEKHAWATI UNIVERCITY  
DEGREE --- B.A

### SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

### LANGUAGES

- English ( Read, Write, Little )
- Hindi (Fluent)

### WORK EXPERIENCE

**Customer Service Executive** 2018 --- 2020

I have 2 years experience as a customer service executive. In this role, I handle incoming and outgoing calls, listen to customer queries carefully and solve their problems.

**Computer Operator** 2022 - 2023

I worked as a computer operator at **Sujas College** for 8 months, where I managed data entry tasks and maintained computer systems. My role included ensuring the smooth operation of software applications and providing technical support to staff and students.

**SPO Promoter ( Sales )** 2023 - 2024

During my one-year tenure at **Vodafone Idea**, I gained valuable experience in sales, meeting targets, and cultivating customer relationships. I actively contributed to driving business growth through effective communication and strategic sales initiatives.

**Business Devolpment Executive** 2024 - 2025

During my ten month stint at a **Phonepe company**. I gained valuable experience in sales, meeting targets, and cultivating customer relationships. I actively contributed to driving business growth through effective communication and strategic sales initiatives.

#### Computer Skill :

Basic Computer Course ( RKCL ) Diploma  
In Computer "O" Level ( NIELIT )

### PERSONAL DETAILES

Father Name : Kailash Chand Kumawat  
Date Of Birth : 25/04/1999  
Gendar : Male  
Marital States : Singal  
Nationality : Indian  
Religion: Hindu

### DECLARATION

I here by declare that the above information is true best of my knowledge

