**CURRICULUM VITAE**



**NAME:** MANOJ JEENA

Address: Near Nirmala school ,Kathgodam, Nainital (UTTARAKHAND)

Postal Code: 263126

Date of Birth: 05/dec/1993

Gender: Male

Marital status: Unmarried

Nationality: INDIAN

Language known: Hindi, English

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**CAREER OBJECTIVE:** To be the part of a reputed organization which provides steady career growth along with job satisfaction, learning and challenging environment which help in utilizing my skills and knowledge and give valuable contribution in the success of organization.

**EDUCATION QUALIFICATION:**

* **High school:** St.Theresa SR Sec School, Kathgodam (Uttarakhand) 62 % Grade
* **Intermediate:** NATIONAL INSTITUTE OF OPEN SCHOOLING with 53% Grade
* **Bachelor’s:** IHM GOA - BSc in Hospitality and Hotel Administration Completed in 2017

**WORK EXPOSURE:**

* Successfully completed Industrial training from

CLARKS INN HOTEL, HALDWANI, NAINITAL(UTTARAKHAND)

 LEARNED:

* Get basic knowledge about hotel & hospitality industry
* Learned to manage day to day tasks

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* **Worked as a transcriber(Hindi/English) at Appen.**
* **Worked as a QAS (Hindi/English) at Appen**.
* **Worked as a Freelancer Translator (English to Hindi) at Appen**

## INTEREST & HOBBIES:

## Cooking

## Listening music

## Playing cricket

## Traveling

## Photography

**SKILLS:**

* Communication
* Writing
* Team work
* Leadership
* Multitasking