

MANISHA

Address: #2968, Near Bela Chowk, Ropar, Punjab, India | E-mail id: mkoshal95@gmail.com |
6283380702, 7696535476(home)

CAREER OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EDUCATION QUALIFICATION

- 2017 M.com (Regular) from Govt Collage Ropar (Punjabi university Patiala) with 77%
- 2015 B.com (Regular) from Govt Collage Ropar(Punjabi university Patiala) with 70%
- 2012 +2 (Regular) from DAV Public Senior Secondary School Ropar (PSEB Mohali) with 80.3%
- 2010 10th (Regular) from DAV Public Senior Secondary School Ropar (PSEB Mohali) with 66%.

TECHNICAL QUALIFICATION

- 2012 One Year Diploma in Computer Application From XPERT TECHNOLOGIES ROPAR (ISO-CERTIFIED INSTITUTION)

TECHNICAL SKILLS

- MS-Office (MS-Word, MS-Excel, MS-PowerPoint)
- Tally Prime (Accounting Entries, Inventory, GST)

Basic Knowledge of Desktop Designing

- Photoshop cs6
- Corel draw 12

WORK EXPERIENCE

- Currently working in Satguru Enterprises Rupnagar as Accountant
(Dec 2022 To Till Date)
- Municipal Council Rupnagar as Account Executive and Data Entry Operator
(Dec 2019 to 31 Aug 2022)
- Neha Group Mohali as an Office Administrative Assistant
(June 2019 to Nov 2019)
- Golden Computer Education Ropar as Accountant and Data Entry Operator
(Mar 2015 to May 2019)

PERSONAL DETAILS

- ⊗ Name : Manisha
- ⊗ Father's name : Sh.Parkash Chand (Occupation- Retired from DCM Factory ,Ropar)
- ⊗ Mother name : Smt.Bimla Devi (Occupation – House maker)
- ⊗ Date of birth : 18/08/1995
- ⊗ Gender : Female
- ⊗ Nationality : Indian
- ⊗ Address : # 2968 Near Singh Sabha Gurudwara Ropar .
- ⊗ Marital Status : Married
- ⊗ Languages Known : Punjabi, Hindi , English

DECLARATION

I hereby, solemnly declare that all statements made in above resume are true and correct to the best knowledge and belief.

Date: 22/04/2023

Place: Ropar

(Manisha D/o Sh.Parkash Chand)