

# MANISHA

Address: #2968, Near Bela Chowk, Ropar, Punjab, India | E-mail id: [mkosha195@gmail.com](mailto:mkosha195@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 10<sup>th</sup> (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 ERP.9 Release 6 (Accounting Entries, Inventory, GST)

### Basic Knowledge of Desktop Designing

- Photoshop cs6
- Corel draw 12

## WORK EXPERIENCE

- Currently working in Municipal Council Rupnagar as Data Entry Operator ( Dec 2019 To Till Date)
- 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 : Single
- ☺ 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: 25/03/2022

Place: Ropar

(Manisha D/o Sh.Parkash Chand )