

RESUME

Personal Details:

Manisha Singh Tanwar

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Temporary Address- Narsingarh, Damoh, Madhya Pradesh (470675)

Permanent Address – Padla, Rewari, Haryana (123102)

Objectives:

To with an organization where I can explore myself along with organizational objectives. A hard working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization.

Education:

Gyanodaya Vidya Mandir, Narsingarh, Damoh, Madhya Pradesh

10th from CBSE school, (2015-16)

Secured 89%

Gyanodaya Vidya Mandir, Narsingarh, Damoh, Madhya Pradesh

12th from CBSE school, (2017-18)

Secured 88%

Devi Ahilya Vishwavidyalaya, Indore, Madhya Pradesh

Graduation- B.Com. (2018-21)

Secured 71% in aggregate

Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat, Haryana

Post graduation- Master of Arts in Economics (2021-2023)

Secured 72% in aggregate.

(Gold medalist)

RESUME

Skills:

- MS Office
- Google Work Space and Tools
- Typing
- Relation Building
- Management

Qualities:

- Quick Decision Making
- Communication Skills
- Punctual
- Creative
- Honest
- Handle Multiple Task

Certification:

Secured 1st position in Academics from commerce background in class 12th during school. Won total 25 certificates and 10 trophies in extracurricular and sports activities.

During my P.G. I was residing at the hostel in BPSMV campus, I Was selected as an HR (Hostel Representative), it is an unpaid post for hostel student welfare.

Secured first position in National Level online essay writing competition on topic effects of Covid-19 on Share market.

Secured position in online 2 minute speech competition on laws and their implementation held by DSW Department in BPSMV.

Won certificates in talent hunt held by the department of economics in BPSMV for mehendi, rangoli and quiz competition.

Presented a Dissertation for the Degree of Master of Arts in Economics 2 Year course on Topic “Behavior of Savings, Capital Formation and Gross Domestic Product in India from 1990-21.

Experience:

Home Tutor experience of 2 years.

NOTE:

The above provided details are true to the best of my knowledge.

Manisha

