



# MANISHA

## CONTACT

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📍 Charkhi Dadri, Haryana - 127306

## EDUCATION

2018  
HARYANA BOARD

- 10th

2021  
HARYANA BOARD

- 12th

2022  
HARTRON COMPUTER CENTER  
• DCA

2024  
SUBHARTI UNIVERSITY  
• Pursuing Graduation

## SKILLS

- Customer Services
- Public Relations
- Teamwork
- Time Management
- Computer Skills
- Effective Communication
- Critical Thinking

## LANGUAGES

- English
- Hindi

## PROFILE

Looking for an opportunity to work in the IT Company, Using my experience in IT support and customer service. To obtain a challenge where I can utilize my skills to drive business growth and improvement. I am able to work independently in busy environments and also within a team setting.

## WORK EXPERIENCE

**Arya Career Institute** 2024-Present  
**Computer Operator & Office Management**

- Maintain all the data of Office and Computer Operator.
- Controlling the office activities with a view to achieve the goal and effective performance of the office work

**M.R.M Honda PVT. LTD** 2020 - 2023  
**Computer Operator & Supervisor**

- Develop and maintain strong relationships with Customers and handle their problems.
- Monitor and maintain all Data of the Office, Data Entry and Computer Operating.

## DECLARATION

I declare that all the information is correct up to my knowledge and I bear any responsibility for the correctness of the above-mentioned particulars.