

# MANISHA. R

## CONTACT

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m
- 📍 Vijaynagar, Bengaluru

## SKILLS

- Data Analysis & Statistics (Excel)
- Strategic Problem Solving
- Crisis & Conflict Management
- Creative and Analytical Thinking
- Strong Written & Verbal Communication
- Management information system
- Adaptability in Dynamic Environments

## LANGUAGES

- English
- Kannada
- Hindi
- Telugu

## CERTIFICATION

### MIS- Management Information System

Certified in Management Information Systems with expertise in integrating technology and business processes to improve decision-making, efficiency, and strategic planning. Skilled in data-driven analysis, business intelligence tools, and reporting to enhance productivity and business growth.



## CAREER OBJECTIVE

Motivated B.Com fresher with academic foundation in Taxation seeking a Junior Associate - Tax role. Skilled in basic tax concepts, GST, TDS, accounting principles, and financial documentation. Eager to support tax return preparation, compliance activities, and audit assistance with accuracy and attention to detail. Committed to learning and contributing to efficient tax operations.



## EDUCATION

### Mount carmel college

2023 - PRESENT

#### Course BCOM in Finance

- Relevant Coursework: Financial Accounting, Corporate Finance, Taxation
- Delivered engaging and informative presentations on diverse topics.
- Student Council – Logistics Core Team: Managed backend operations, coordinated events, and optimized workflow efficiency.

### St Josephs Indian Composite

2021 - 2023

- Graduated with 91.3%
- Course subjects: Statistics, Economics, Business studies, Accounts.
- part of college sports

### Camlin English School

2009- 2021

- Graduated with 85.6%
- Kho-Kho Team Captain; represented in inter-school competitions.
- Active participant in cultural activities.



## INTERNSHIP EXPERIENCE

### Monami Hospitality

April-June 2025

#### Job role: sales and marketing intern

- Conducted market research, competitor analysis, and customer feedback studies.
- Supported sales team in lead generation, client communication, and campaign planning.
- Designed promotional content, contributed to social media marketing, and boosted brand visibility.
- Assisted in developing marketing str