***Personal Information***

Name: Manisha Dhanwani

Address: 25/1 Near. Cent Meera School,

New G.Ward, Kubernagar

Ahmedabad.382340.

Contact: 8733044299

Email: manishadhanwani012@gmail.com

***Education***

* Bachelor of Computer Applications(BCA) From BAOU. Babasaheb Ambedkar Open University (**BAOU**) 2016-2019(67%)
* Completed HSC (CBSE) in KV (kendriya vidhalaya) from Himmatnagar.2013(67%)
* Completed SSC (GSEB) in C.G School from Ahmadabad.2010(78%)

***Experience***

***Samey Group***

As a Receptionist

* maintain visitor register
* answer and address incoming phone calls in a timely and polite manner
* forward calls to appropriate person
* take and deliver messages accurately and completely
* sort and distribute incoming mail
* prepare outgoing mail for pick-up or courier
* organize courier deliveries

***Tulsi opticals***

As a Accountant

* Demonstrates effective communication and problem-solving skills.
* Utilizes accounting system, billing system, spreadsheet, and presentation software.
* Perform various complex account analyses and reconciliation.

**Technical Qualification**

* Microsoft Technologies: MS word, MS Excel.
* Computer Applications: Telly 9.
* Language: C, C++.

Strengths

* Self confidence
* Hard working
* Problem solving
* Active listening
* Work with positive Attitude.