

MANJU PASI

Manju Pasi

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9316746416

CAREER OBJECTIVE

To contribute best of my knowledge, skill and ability in the growth of the organization where I will be working and to make a positive contribution through my knowledge, skills and personal commitment in the job.

SKILLS

Outlook

Ms office

Internet Explorer

Tally ERP 9

EXPERIENCE

May-2020 - Mar-2021 **Mass callnet**

Tellecaller

Jun-2022 - Till Today **Genius consultant ltd**

- Joining process
- To issue offer letter/appointment letter/ experience letter
- UAN generation
- ESIC IP generation
- All type HR related basic work, admin work, other activity, etc

EDUCATION

Degree/Course	Percentage/CGPA	Year of Passing
S.S.C	50 %	2015
H.S.C	61 %	2017
B.com	Second class	2020
M.com	Second class	2022

STRENGTHS

Self motivation

HOBBIES

Listening to music

PERSONAL DETAILS

Address 24/755,Krushandham aavas-2, vejapur,
Ahmedabad, Gujarat, 380051

Date of Birth	20/1/2000
Gender	Female
Nationality	Indian
Marital Status	Single
Languages Known	Gujarati, Hindi, English

DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Manju Pasi