**AYESHA . B. MANSHARAMANI**

**Flat no. L 302/, Pushkar Homes,**

**B/h Navneel Party Plot,**

**Nana Chiloda,**

**Ahmedabad-382340. INDIA**

**Contact no.: +91-9913663793**

**E-mail id: harshasadhnani4286@gmail.com**

**Career Snapshots:**

**H.D Classes**

**Lecturer, Assistant and Office Administrator**

Date of Joining: 05th March 2016 – 30th May 2020

**Conversion Monster – Real Estate Company (U.S.A.)**

**Admin Head and Trainer**

Date of Joining: 1st October 2020 – 13th September 2022

**Career Objective:**

I intend to be trained under the leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. I am willing to work as a key player in a challenging and creative environment.

**Profile:**

Dynamic self-starter with strong sense of responsibility and positive attitude. Formal academic studies reinforced by management expertise enhanced by specialized professional training

**Skills:**

Management, Basic computer knowledge (MS office), leadership qualities, good co-ordination.

**Strength:**

Can face any situation and get solution to it, strong positive thinking power.

**Accomplishments**

I achieved 12th rank in M.com [sem-2] and 15th rank in M.com [sem-4] in Gujarat University.

I achieved 6th rank in D.T.P. [TAX.] in Gujarat University

I teach with dedication with quality studies.

Satisfaction through satisfying students and their parents.

Assist and support administrative staff in day-to-day operations.

Coordination with staff and students/ parents.

**Certificates’:**

**Financial Accounting with A++ Grade**

Topics Covered – Tally 5.4 Tally 6.3 Tally 7.2 Tally 8.1 Tally 9.0 Tally ERP

Yr. Of Passing : 06/ 06/ 2011

**Educational Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Sub.** | **Board/Uni.** | **Yr. Of Passing** | **Percentage - %** |
| **M.com** | Commerce | Gujarat Uni. | 2018 | 68.25 |
| **B.com** | Commerce | Gujarat Uni. | 2016 | 71.9 |
| **H.sc** | Commerce | G.S.H.S.E.B. | 2013 | 76.14 |
| **S.sc** | General | G.S.E.B. | 2011 | 75.6 |

**Professional Qualification:**

**Maneklal Nanawati Law College**

Diploma in Taxation Laws and Practice. (Gujarat University)

Yr. of Passing: 2019

**Pursuing For GSET**

**Personal Details:**

|  |  |
| --- | --- |
| **Date of Birth:** | 25th August, 1995 |
| **Gender:** | Female |
| **Nationality:** | Indian |
| **Languages Known:** | English, Hindi, , Sindhi |
| **Hobbies:** | Reading, Travelling, listening Music, Badminton. |