Maneesha C.

Mumbai | +919967319162 | Maneeshac07@gmail.com

# Experience

* Presentation Specialist at **Integreon** (January 2021-Present)

Creating visually appealing and highly graphical presentations for one of the big four consulting firms. Using graphics to simplifycomplex data and making heavy and busy reports or pitches look easy to understand.

* Reporter (Intern) at **HW News** (January 2020- May 2020)

Extensively wrote, edited, proofread articles for the news agency in various domains like economy, International affairs, national and regional level news, elections, social issues, etc. Conducted primary research (via calls or in person interviews) and secondary research to develop complex stories.

* Support Analyst at **Microsoft Corporation** on third party payroll. (October 2018- May 2019)

Worked on machine learning algorithms to optimize keyword and query matches for Microsoft’s search engine Bing. Labelled and annotated data with maximum accuracy within deadlines.

# Education

## Bachelor’s of management studies | 2018 | mumbai university

* **Major: Finance**
* Focused on money management, investments, banking and credit, the share, bond and commodity markets, and financial analysis and decision making. Holistic understanding about corporate finance, portfolio selection, capital markets, corporate finance, personal financial planning, and the governance of public and private organizations.

# Leadership Skills

* Advisor for Unnati -**A Rural Development Project**

Initiated Unnati from scratch. **Trained 10 women with industrial skills** so as to support their livelihood. Set up their business and handled the **planning, budgeting and execution** of the project.

* **Ambassador** of SHIKSHA – 2015

A yearlong project of **teaching underprivileged kids** in suburbs of Mumbai every week.

* Blood Donation Camp- 2016

Organized the camp at Andheri Railway Station in collaboration with **Rotary Club of Bombay West.**

# Technical Skills

* **Microsoft Excel:** Hands on knowledge in Formulas & Functions, creating pivot tables, VLOOKUP’s, pulling data monthly & quarterly, creating Charts & Graphics, **analyzing data**, **Dashboarding** using **Macros**.
* **Basic knowledge of scripting** language like **Python** using Editor**- Jupyter, Packages (NumPy, Pandas, Matplotlib, Datetime**, etc.). Good knowledge in Data Manipulation & Data Visualization including Exploratory data analysis, Descriptive statistics, Frequency Tables and summarization & Creating Graphs.
* **Basic knowledge of R**: R Studio, Data Manipulation, Visualization, Statistical Modelling and Machine learning.
* **Skilled with Adobe Creative Suite (Illustrator, Photoshop, InDesign):** Developed numerous marketing programs (logos, brochures, newsletters, infographics, presentations, and advertisements).
* Also have basic working knowledge of **CorelDRAW** tools.
* Proficient in working on **Microsoft Word**.
* Using**Microsoft Powerpoint**( advanced and personalized) extensively currently for work.

## Other skills

* Qualified for Semi Final round for ‘Wings2Vision’ (A Business Plan competition)
* Participated in Young Manager’s Competition held by Bombay Management Association (2015).
* Fundraising and Marketing team 2016 (Colloquium – Independently organized Business Conference)
* Fundraising, Marketing and Creative Team 2015 (Synergy – Annual College Festival)

# Languages

* English, Hindi, Marathi

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.