

CURRICULUM VITAE



Name & Surname : MANISHA RAI
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PERSONAL STATEMENT

A hard working graduate in Eng HONS. with adequate training skills. Equipped with a positive mindset, confidence and determination. I look forward to give my best to the organization that will give me the opportunity for growth and professional development.

EDUCATION

- Pursuing M.A (Eng Hons.) through distance learning from RTECH, Kalimpong.
- Graduation (Eng Hons.) completed from Kalimpong College under North Bengal University in the year 2021.
- Higher Secondary Examinations passed from St. Philomena's Higher Secondary School, Kalimpong in the year 2018.
- Secondary Examinations passed from St. George's School, Pedong in the year 2016.

PROFESSIONAL QUALIFICATION

- *Diploma in Computer Applications from RTECH, Kalimpong *Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Internet.*

WORK EXPERIENCE

- *INDUSIND BANK – TRAINEE REPRESENTATIVE (6 MONTHS)*
- *BAL SURAKSHYA ABHIYAAN – TEACHING STAFF (VOLUNTARY) (6 MONTHS)*

ACHIEVEMENTS

- *Represented my school in various Sports events.*
- *Imparted free tuitions to less privileged students.*

LANGUAGES KNOWN

- English, Nepali, Hindi.

SKILLS

- Highly adaptable,
- Ability to work under pressure,
- Patient, friendly, good listener

PERSONAL PROFILE

Father's name : **Mr. Mahendra Kishore Rai**

Date of Birth : **27th April, 1999**

Sex : **Female**

Marital Status : **Unmarried**

Hobbies : **Sports, Travelling, Arts and Crafts.**

I hereby declare and confirm that the above furnished details are true and correct to the best of my knowledge.

Date:

Place:

MANISHA RAI