

# Manisha

: House No: - C-6 Ramgarh Street No 11, Jahangir Puri New Delhi-110033.

- Contact No.- 8587040947 Email Id- [manishawork24@gmail.com](mailto:manishawork24@gmail.com)

LinkedIn- <https://www.linkedin.com/in/manisha-pal-1741b956>

## About me

- Graduate offering a strong academic background in IT combined with excellent internship experience as a help-desk analyst.
- Consistently recognized for technical troubleshooting skills used to rapidly and cost-effectively resolve challenging technical issues.
- Quickly learn and master new technology; equally successful in both team and self-directed settings; and proficient in a range of computer systems, languages, tools and testing methodologies.

## Career Objective:

Looking Forward to A Position in An Organization Where I Can Get Stable in My Career and My Efficiency Can Be Utilized. I Seek to Gain Respect Through My Contribution to The Organization & Aim to Succeed in Life Through Hard Work and Smart Work.

## Educational Qualification:

- Post Graduation done in MBA (HR) from Sikkim Manipal University in 2019.
- Graduation in Bsc. IT from Sikkim Manipal University in 2013.
- Passed 12th from CBSE Board New Delhi in 2009.
- Passed 10th from CBSE Board New Delhi in 2007

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## TECHNOLOGY SUMMARY

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**Systems:** Windows XP/7/10, Mac OS

**Languages:** HTML, C, C++, Java

**Software:** MS Project, MS Office

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## Work EXPERIENCE

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### 6Months Worked as HR Recruiter Intern at Whizhire (July 2015 to Dec 15).

- Prepared all recruitment strategies and ensured achievement of all objectives.
- Developed strategies by placing job advertisements in various job sites.
- Participated in various candidate selections and prepare an efficient interviewing schedule.
- Analyzed all job requirements and screened the appropriate candidate for job

**9 Months Worked as Computer Instructor at Ict@Delhi Project. (Dec 2015 to sept 2016)**

- Design, Facilitate, And Teach the Computer Instruction Component.
- Prepare Execute Lesson Plans, Assigning Tasks, And Evaluating Student Work and Progress.
- Develop Course Syllabus, Assess, Supervise, And Motivate High School Students.
- Have Basic Computer Knowledge of Software, Ms office, And Assist Program Students with Program Presentation.
- Promote Safe, Effective, And Ethical Learning Environment.

**2 Month Worked as Computer Teacher at Pratigya Ngo Specially Abled Project.(apr 2019 to june 2019)**

- Educate them the basics of computer knowledge like Ms office.
- Develop Course syllabus according to them supervise and motivate the specially abled students

**15 Months Worked as Senior Executive at HI TECH SERVICE. (July 2019 to Nov 2020)**

- Developing and implementing strategies.
- Intracting with customers and resolve the queries.
- Planning and organizing activites and projects with the company.

**Worked as Project Delivery Executive(PDE) then Hosting Service at Creative Lipi Webtech Pvt. Ltd ( Vender Company of IndiaMART. (Jan 2021 to July 2023)**

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- 75+ Catalog Designer and Planned Major architecture Changes.
- Now new Clients are growing their online B2Bc and B2C business in Pan India with the help of Indiamart Portal which make valuable assets for our company Indiamart and also Clients.
- Working on accessibility to meet Web ERP and seller.Indiamart.com(admin panel of Indiamart to designed the Catalouge) Conformance.
- Maintaining decent performatmances optimization.
- Coordinate with Client for the final Hosting Confirmation and rechecked the catalogue.
- Resolve the queries and issue from Client end for Hosting.

**STRENGTH**

1. Positive Fame of Mind with Positive Approach.
2. Ability To Work in Any Situation.
3. Hard Working, Honest & Resilient Even Under Pressure.

**PERSONAL DETAILS**

Date of Birth - 15.10.1990  
Nationality - Indian  
Language Known: Hindi & English

**DECLARATION**

I DECLARE THAT ABOVE INFORMATION IS TRUE AND BEST TO MY KNOWLEDGE