

Manisha Shah

HR Assistant

I love to dig into customer problems and solve them with modern technology. I create, scale and optimize resolution that matter. To accomplish this, I focus on delivering key outcomes and quickly adapting to new learnings. I am a nature-loving, travel enthusiast with a background in professional photography as well. I value simplicity, possess strong decision-making skills, and enjoy interacting with individuals who share similar interests. I am adaptable, independent, and driven to work in diverse environments. At the end of the day, my job involves people and I love interacting with individuals with different culture, ethnicity, and tradition.

✉ manisha.shah0713@gmail.com

☎ +91 (0) 8450827401

📍 Kolkata, India

🌐 [linkedin.com/in/manisha-shah-lphile](https://www.linkedin.com/in/manisha-shah-lphile)

WORK EXPERIENCE

HR Assistant II

Amazon Development Center

10/2021 - Present

India

Achievements/Tasks

- Took calls for 7 months, assisting employees with queries related to leaves and disability.
- Transitioned from a temporary contractual role to a permanent position due to consistent exceptional performance.
- **Recognized multiple times as a 'Thrive Achiever'** for consistently exceeding expectations and delivering the best results within the set thresholds.
- Led team huddles, facilitating discussions and providing guidance to team members. Created PowerPoint presentations to enhance understanding and knowledge sharing among team members and other departments.
- Provided support and assistance in a general group, addressing queries and offering guidance to colleagues. Furthermore, mentored new joiners, helping them acclimate to the work environment and guiding them on job responsibilities.
- Selected as part of a pilot batch for the chat process based on demonstrated performance, and excelled in the role by consistently delivering exceptional performance.

SKILLS

Salesforce Lightning

ADP

Microsoft office 365

Adobe photoshop

Communication

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Bengali

Full Professional Proficiency

INTERESTS

Photography

Learning languages

Art

EDUCATION

Bachelors in Commerce(H)

Calcutta University

07/2009 - 06/2012

India

Courses

- Cost and work accounting, insurance, banking.