

RESUME



Name: Manisha Sureshan Nellari
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CAREER OBJECTIVE:

To work in a company with professional work environment where I can utilize and apply my knowledge & skill which would enable me to grow professionally while fulfilling company's requirement.

ACADEMIC QUALIFICATION:

- Master of Business Administration (Finance) from Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon, Maharashtra in the year 2019 with first class.
- Bachelor of Science (Statistics) in Jai Hind Institute of Management and Administrative Studies, Dhule in the year 2017 with first class.
- H.S.C from S.S.V.P.S Science College, Dhule in the year 2014 with first class.
- S.S.C from Canossa Convent High School, Dhule in the year 2011 with 80%

Academic projects

Master Degree in Business Administration (Final Sem Project)

Project Title: Retail Banking

Company Name: Bandhan Bank, Dhule Branch.

Work Experience:

Assistant Human Resource Executive
Company: Chaudhari Cars Pvt Ltd, Dhule, Maharashtra.
From August 2019 to present

Key Responsibilities

- Ensured confidentiality of all Employment records.
- Recruitment and Selection, Joining & Exit formalities.
- Design Payroll, Compensation & Benefit packages.
- Oversee daily operations of human resources department.
- Mentored employees and professional issues.

Skills

- ☐ Good verbal and written communication skills.
- ☐ Target Oriented
- ☐ Willingness to learn
- ☐ Leadership

IT Skills

- MSCIT

Seminar

- Market Makers Impulse Dhule Poster Competition.
- Rover Event Management.
- Saturday Club Global Trust Dhule.
- Event Management for skill india campaigning activity "Utsav Kaushalyacha" organized by IMDS INDIA Ltd Dhule.

Personal Details

Father's Name	: Sureshan Raghavan Nellari
Date of birth	: 11 March 1996
Marital status	: Unmarried
Nationality	: Indian
Address	: Plot no-8, Sahajeevan nagar, Near Govt. Milk Dairy, Dhule-424001
Languages	: English, Hindi, Marathi, Malayalam

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge.

Date:

Place:

Signature

Manisha Nellari