

# MONISHA MOITRA

## Operations Manager

### RESUME


To pursue a dynamic and challenging career with an organization that gives value addition to enhance professional skills while getting good guidance and platform to start a good career.


### ACADEMIC QUALIFICATION


Degree	University/Board	Passing Year	Percentage
10 <sup>TH</sup> SSC	Maharashtra State Board of Secondary Education	March 2015	64.80%
12 <sup>th</sup> HSC	Maharashtra State Board of Higher Secondary Education	February 2017	61.38%
B.com	IEC University	October 2020	61%


### OTHER QUALIFICATIONS

- MS-CIT Course
- ICITSS-ITT Course
- Played Lawn tennis upto ZP level
- Tally ERP 9
- Idea Software
- MS OFFICE
- Internship at Direction Educare for Subject Matter Expert
- Certified Portfolio Management and Investment Analyst
- Working as an Operation Manager and HR at Tungsten Studios Pvt Ltd.

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 441/13 Esha Apartment,  
Shivajinagar, Pune- 411016

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### SKILLS

Problem Solving

Adaptability

Collaboration

Strong Work Ethic

Time Management

Critical Thinking

Handling Pressure

Leadership

### PERSONAL DETAILS

DOB: 24/08/1999

Hobby: Playing Guitar

Languages known:

English, Hindi, Marathi &  
Bengali