

RESUME



MANISHA MOGHEY

Present Address:

H.No A-487, Second Floor
Sector- 47, Noida, UP
Pin- 201304

Permanent Address:

2109, Prempura Railway
Road Hapur -245101 UP

Mobile No:- 07617537687

E-Mail:

manishamoghey@gmail.com,

Personal Data:

W/o Pramod Kumar

Date of Birth: 15.12.1990

Marital Status: Married

Languages Known:

English (speaks) & Hindi

Interests :

Listening to music.

Strengths:

Self Confident, Flexible,
Sincere, Punctual.

Career Objective

Seeking a position where I can communicate with the people and judge the people and that should help the organization to achieve their goal.

Professional Experience

DREAMZ INDIA SOLUTION- SOUTH EXTENSION PART 2 DELHI:-

assistance services from different financial institution (As, **ICICI BANK, HDFC BANK, LIC HOUSING FINANCE LTD, PNB, DHFL, SBI, TATA CAPITAL** etc)

My Job Profile

- Maintained *MIS* (Login and Disbursement)
- Directly deal with customer and resolve queries if any.
- Staff Management.
- Targeting hot lead and convert for business

Professional Qualification

- Master of business administration (**MBA**) in **HR (major)** and **Marketing** with good academic records (1st class) from **Aryan Institute of Technology GZB** affiliated by **UPTU**, completed 2013.
- **BBA** from **IMIT** affiliated by **CCS University** Meerut, completed 2010.
- M.com (private) from **CCS University** in 2012.

Academic Qualification

INTERMEDIATE

- **A.K.P. Intel College (Hapur)** from **U.P.Board** in 2007.

MATRICULATION

- **J.D. Inter College (Hapur)** from **U.P. Board** in 2005.

Computer Proficiency

- **Basic knowledge of computer:** - M.S office, internet,
- **Six month Diploma of Professional Accounting:-**Tally 9.0 with sale and income tax.

Competencies

- Fast learner, adapt well to changes and pressures in workplace.
- Good presentation skills.
- Work effectively with diverse groups of people.
- Friendly with an upbeat attitude.
- Ambitious and committed to excellence.
- Committed to deadlines and schedules.
- Sincere with a high level of integrity.

Declaration

I hereby confirm that the information provided by me is true to the best of my knowledge and belief.

Place :

Date :

MANISHA MOGHEY