

# **RESUME**

**R.MANISHA**

**No, 13, Door No G8,  
Visweswaran Street,  
Subash Nagar,  
Chromepet, Chennai – 600 044**

**Mobile : 8939426126**

**Email :manisha99566126698@gmail.com**

## **OBJECTIVE:**

To gain challenging role in the industry that will offer me the best opportunity for further development of my skills and knowledge in an established firm with career growth possibilities

## **PERSIONAL SKILLS:**

- Polite and dedicated
- Obedience
- Good Communication skill, efficient to maintain good inter personal relation

## **STRENGTHS**

- Self – Confident
- Quick learning abilities
- Positive attitude
- Initiative taker
- Hard – Work

## **EDUCATIONAL PROFILE**

SSLC	2016 – 2017	80%	Jaigopal National Higher Secondary School
12 <sup>th</sup>	2018 - 2019	67%	Jaigopal National Higher Secondary School
B.A Economic	2019 – 2022	-	Meenakshi college for Women Kodambakkam

## **Technical Skills**

- Basic Computer
- Typing Lower

## Experince

Place : Enkay Smart solutions @ Chrompet

Work : Office management & Data entry (Part-time)

Period : 6 months

## PERSONAL PROFILE

Father's Name	:	G.Ramu (Late)
Mother Name	:	Maimunna
Date of Birth	:	13.10.2001
Gender	:	Female
Marital Status	:	UnMarried
Nationality	:	Indian
Religion	:	Hindu
Languages Known	:	Tamil & English

## Declaration:

I hereby declare that the above said information are true and correct to the best of my knowledge and belief.

**Palce: Chennai**

**Signature**

**Date:**

**(R.MANISHA)**