**Manisha Dilip Takale**

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**Date of Birth: 23rd May 1991**

**Mobile : 8975637235**

**Email Id :** [**manisha.takale23@gmail.com**](mailto:manisha.takale23@gmail.com)

**Present Address :**

A/P 185/2A/23, Room No.5

Kindre Building, Shripati Nagar

Taluka – Bhor

Pune – 412206

**Nationality:** Indian

**Marital Status:** Single

**Languages Known:** English, Hindi and Marathi

**Passport No:**

**About Myself**

To pursue a professional career with an organisation where both my individual brilliance, boundless dedication towards company’s progress excelling to optimum standards, varied experience and challenging healthy competitive environment,

I always enjoy interacting with people and believe to pursue my career and other related fields that would best fit my qualifications and further develop my talents, skills and working experience for continuous career improvement.

My creativity, smart and hardworking nature believes in contributing myself towards development

Born and brought up in family of Discipline and Principles are two words to describe, confident individual with a positive outlook towards life, always believe in smartness and hard work, which goes hand in hand and teamwork is the best solution to all obstacles,

**Achievements :**

* Maharashtra State Certificate Course In Information Technology.
* ONCET for MSCIT Trainers.
* Tally Financial Accounting Program.

**Educational Credentials :**

* Passed M.COM with Anant RaoThopate , Bhor Taluka, Pune
* Passed B.Com with Anant Rao Thopate Bhor, Taluka, Pune
* Passed intermediate XII examinations with Shivaji Vidyala, Bhor Taluka, Pune.
* Passed X Std High School examinations with Shivaji Vidyala, Bhor Taluka, Pune

**Experiences :**

* Worked In Computer Institute.
* Handled 05 members in Institute.
* Teaching MS-Office, Tally.ERP9.
* Making arrangement for All Batches.
* Keeping track on Students Fees.
* Sending daily Teaching report to MKCL, Tally Pvt. Ltd. Bangalore.
* Preparing Monthly Book Stock Report.

**Inter personal Skills, Strengths and Interests**

* Effective Communicator, Motivator , Analytical and Strategic Thinker
* Quick Learner
* Energetic , Self-Disciplined, Willingness to take Additional responsibilities, Relationship Building
* Always Believe in teamwork
* Passionate about Music, Dance and Sports
* Urge for continuous self-development and professionalism.
* Ensuring Health, Safety and hygiene standards are maintained

**Declaration**

I do hereby declare that the above furnished particular are true and correct to the best of my knowledge and belief,

**Date**: November 7th 2019

**Place**: Pune

Signature

**Manisha Dilip Takale**