

# Manish Solanki

Type 1, Bldg no. 7, room no. 81, Hill Side, IIT Bombay, Mumbai, 400076 (IN)

9892258433

manishsolanki64917@gmail.com

---

## PROFESSIONAL SUMMARY

Seeking for an entry-level position in a growing financial organization. Passionate about learning business concepts and possess the ability to handle work pressure and staff issues professionally. Have exceptional management skills to introduce new methods and help staff and students to meet their everyday task goals. Also offer good local vendor relations and connections to get things done whenever required.

---

## EMPLOYMENT HISTORY

- Oct. 2023

Mumbai , Maharashtra

**Office Assistant, SINE, IIT bombay.**

Data Entry, Dispatch, AV System, Filing Records, Guest Hospitality, Store keeping, Managing daily activities, room booking, inventory check.

---

## EDUCATION

2023

**HSC**

- NIOS, HSC, Maharashtra

2021

**SSC**

- NIOS, Mumbai, Maharashtra

**MS-CIT**

- Mumbai, Maharashtra

---

## LANGUAGES

Marathi

Fluent

Hindi

Native speaker

English

Conversational