

# MANISHA N

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Project Assistant

Ooty, Tamil Nadu, India



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## SUMMARY

Accomplished Project Assistant with a background in Agribusiness management and a current online MBA candidate, specializing in Finance and Marketing. Highly adaptable and enthusiastic individual with proven leadership capabilities, who likes to take initiatives and seek out new challenges.

## EDUCATION

### MBA- Finance and Marketing

Online Program - Jain (Deemed-to-be-University)  
2023 – 2025

### B.Sc. (Hons.) Agribusiness management

TamilNadu Agricultural University  
2019 – 2023

## HARD SKILLS

- Project management
- Microsoft Office
- Data management
- R Studio
- Data Analysis
- Adobe Photoshop
- Multilingual
- ERP Software

## SOFT SKILLS

- Leadership
- Interpersonal Communication
- Time management
- Emotional Intelligence
- Attention to details
- Multitasking
- Creative thinking and decision making

## INTEREST

- Foreign language
- Cooking
- Travel
- Crafting

## ACHIEVEMENTS

### Organising Secretary

Prabandhaz 2023 - National level management meet

## PROFESSIONAL EXPERIENCE

### Project Assistant

ICAR-Indian Institute of Soil and Water Conservation | 10/2023 - Present

- Played a pivotal role in the ICAR- National Institute of Agricultural Economics and Policy Research (NIAP) network project on “Impact of watershed management in different agro-ecological regions of India”, by contributing to the comprehensive assessment of the impact of 15 watersheds across India, resulting in a 25% increase in project efficiency, showcasing my ability to strategically contribute to large-scale initiatives.
- Led data correction, synchronization, and in-depth analysis efforts, implementing rigorous quality control measures. This meticulous approach not only ensured a 30% improvement in data accuracy but also directly contributed to aligning project data with specific objectives.
- Collaborated with 8 institutes to facilitate successful completion, demonstrating effective teamwork and coordination skills.
- Contributed to the successful organization of events, showcasing organizational and teamwork skills.

### Quality Assurance Intern

SeedWorks International Pvt. Ltd. | 12/2022- 01/2023

- Engaged in a dynamic 45-day internship program within the Quality Assurance Department of SeedWorks International Pvt Ltd, a multinational corporation.
- Attained a high level of proficiency through hands-on training, making valuable contributions to the Quality Assurance Department's daily operations in a multinational setting.
- Acquired valuable insights into cross-departmental operations, actively enhancing team efficiency and gaining a comprehensive understanding of the global agricultural industry.

## LANGUAGE

- English - Fluent
- Tamil- Fluent
- Kannada- Native
- Telugu- Conversational
- German- Beginner