**CURRICULUM VITAE**

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| **MANISHA BUTTA** | **Email:** ​**manishabutta@gmail.com** |
| **B-5, Bhogal Road** | **Contact No. +91-9818848805** |

**Jangpura, New Delhi-110014**

**Career Objective**

To be a part of a progressive firm offering opportunity for career advancement and professional growth this helps me gain sufficient knowledge.

# Educational Qualification

* M.C.A. from IGNOU (2014) with 57.04 aggregate.
* B.C.A from IP University (2011) with 68.97 aggregate.
* 10+2 from CBSE Board in Commerce with Mathematics (2008) with 58.40 aggregate.
* 10th ​ ​from CBSE Board (2006) with 71.60 aggregate.

# Computer Skills

* Basic computer knowledge.
* Basics of C Language.
* MS Office.
* HTML.

# Work Experience

**Worked with One Store India Pvt. Ltd. as a Customer Support Executive from 17th December 2019 to 15th May’2020.**

**Job Responsibilities:**

* Solving Customer Query
* Application Installation
* Payment Follow ups with interested customers
* Technical Support
* Fixing bugs thru Remotely Access

**Worked with Capricot Technologies Pvt. Ltd. as a Sales Support Executive since 14th October 2019 till 16th December 2019.**

**Job Responsibilities:**

* Payment follow-ups.
* Sending price quotation and proposals.
* Handling software billing for customers.

**Worked with One 97 Communications (Paytm) as a Sales Associate from February 2015 till 26**​**thJune’2019.**

**Team: Business-Lending Team**

* Provide the information regarding the procedure of getting loan to the Seller/Merchant through calls and email.
* Working Knowledge of Salesforce.
* Documents Collection.

**Worked in: Catalogue (Merchant Helpdesk Team)**

* Handling merchant catalogue changes query.
* Solving merchant issue on tickets as well as solving their query on calls.

**Banking Operations (Agreement Team)**

* Preparing agreements.
* Handling payments and refund process.
* Performing Quality Check for agreements.
* Handling QC Training Session.

**Worked in Redington India Limited as a Sales Coordinator from December 2014.**

* Communicating with the Partners, Customers on due payments.
* Handling ticketing and accommodation of team.
* Handling Billing.
* Arrangement for exhibitions and promotion events.

**Extra-Curricular Activity**

* Participated as a volunteer in XIX COMMONWEALTH GAMES 2010 DELHI.

# Personal Skills

* Excellent verbal and written communication Skill.
* Accommodate in any situation.
* Willingness to learn.
* Result oriented and dedicated towards my work.
* Comprehensive problem-solving abilities.

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| **Personal Details** |  |
| ​Name  Date of Birth  Father’s Name | MANISHA BUTTA  7​th April 1990  NARENDRA KUMAR |
| Mother’s Name | KUSUM LATA |
| Languages Known | English, Hindi, Punjabi |
| Gender | Female |
| Nationality | Indian |
| Marital Status | Married |
| Hobbies | Listen to music, Net surfing, Cooking |
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**“I hereby declare that the above information's are true to best of my knowledge.”**

Date:

Place: New Delhi **(MANISHA BUTTA)**