

# Manisha Jangra



Fresher



9812583513



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Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level HR or Management position. Ready to help team achieve company goals.



## Core Competencies

- Administration
- Planning and Coordination
- Dependable and Responsible
- MS Office
- Analytical and Critical Thinking
- Interpersonal Communication
- Teamwork and Collaboration
- Time Management
- People Management
- Business Communication



## Technical Skills

- MS OFFICE



## Personal Information

Date of birth **04-Sep-2001**

Gender **Female**

Address  
**VPO Madlauda, Old Grain Market**

City **Panipat**

Country **INDIA**



## Profile Summary

A meticulous and organized individual seeking an Entry-level position in the field of Project Management. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Skilled at developing reports, analyzing data, and identifying solutions. Strong ability to handle complex projects. Innovative, creative, and willing to contribute ideas and learn new things.



## Education

B.Com, 2022

Kurukshetra  
University

12th, 2019

CBSE, English

10th, 2017

CBSE, English



## Work Experience

Jul 2022 - Present

NA

