

\*MANISHA SAINI\*

Plot No. 14, Deep Nagar, Dadi Ka Phatak, Jhotwara, Jaipur

8302640793 | manishagarna.5456@gmail.com

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\*CAREER OBJECTIVE\*

Motivated and detail-oriented professional with over 3 years of experience in back office operations and accounting. Seeking a responsible position where I can contribute my skills in data management, finance, and administration to support organizational growth.

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\*QUALIFICATION\*

BA \*Bachelor's Degree\*

(Rajasthan University)

\*Senior Secondary\*

12th Rajasthan Board of Secondary Education (RBSE)

\*Secondary\*

10th Rajasthan Board of Secondary Education (RBSE)

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\*WORK EXPERIENCE\*

\*Accounting Assistant\*

\*Duration: 1.5 Years\*

- Maintained financial records and entries in Tally prime
- Handled GST billing, invoice tracking, and bank reconciliations
- Supported day-to-day accounting and report preparation

\*Back Office Executive\*

\*Duration: 1.5 Years\*

- Handled data entry, document processing, and office coordination

- Maintained customer and vendor records
- Provided backend and admin support to multiple departments

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#### \*SKILLS\*

- \*Accounting Software\*: Tally prime
- \*Office Tools\*: MS Excel, MS Word, E-mail etc.
- - \*Languages\*: Hindi (Fluent), English (Basic–Moderate)
- \*Other\*: Teamwork, Time Management, Communication, Accuracy

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#### \*HOBBIES & INTERESTS\*

- Organizing
- Listening to music
- Learning new skills

#### \*Personal Information's\*

Father's Name : Banwarisaini

Date of Birth : 04-10-2002

Marriage Status : Unmarried

Nationality : Indian

Language Known : Hindi , English

#### \*Declaration\*

I hereby declare that all the information furnished above is true to the best of my knowledge.