

MANISHA SAINI

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

☎ 8302640793 | ✉ manishagarna.5456@gmail.com

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.

QUALIFICATION

BA *Bachelor's Degree*

(Rajasthan University)

Senior Secondary

12th Rajasthan Board of Secondary Education (RBSE)

Secondary

10th Rajasthan Board of Secondary Education (RBSE)

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

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

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.