



MANISHA MANDHOTRA

Dubai Internet city

+971 589963027

mandhotramanisha054@gmail.com

PROFILE

Looking for a challenging opportunity providing a good working environment along with suitable opportunity for development where I can be the key team member making meaningful contribution in growth and success.

EDUCATION

Himachal Pradesh
University,
Bachelors of Science, 2022

Disha Public Sr. Sec School,
HSS, Science 2019

Disha Public Sr, Sec School
(H.P.) SSC 2017

CERTIFICATE

-Advance certificate in
computer application (1year)
from **AISECT**.

- Diploma in computer
application (1year) from
AISECT.

Personal Information

Date of Birth -17-02-2002
Nationality - Indian
Religion – Hindu
Civil Status -Single

EXPERIENCE

I Have one-year Experience in **Muds Management Pvt Ltd.**
(As an Executive)

Data Entry Specialist January 2023 – Till

Jan 27 – Apr 30

As a intern worked in cementing department under R&D for evaluating the effect of nano particles in cementing operations.

RECRUITMET SKILLS

- Good Knowledge of MS Office (Excel Word & Power Point)
- Candidate Sourcing & Screening
- Strong Communication Skills, both written and verbal
- Ability to provide reports when required
- Familiar with printers and scanners
- Office Administration and bookkeeping skills
- Basic Knowledge of computer database
- Leadership Skills Communication and Interpersonal skills
- Strong Work Ethic

I declare that the details above are correct and true to the best of my knowledge.