**Maanya**

Email-id: maanya1909@gmail.com

Contact No: 7408662281

**CAREER OBJECTIVE:**

Seeking a position within an organization providing good opportunities and encourages personal and professional growth wherein I can put in my optimistic behavior and hard work for the best use of organization.

**EDUCATION QUALIFICATION:**

* 10th Passed from ICSE Board
* 12th Passed from ISC Board
* BCOM from Lucknow University
* MCOM from Lucknow University

**TECHNICAL SKILLS:**

* MS Office (Word, Excel & PowerPoint)
* Operate basic computer software
* Computer literate with typing speed of 30-40 WPM with 98% Accuracy
* Strong analytical skills.
* Learning Data Analyst course

**KEY STRENGHTS:**

* Basic knowledge of accounting, reconciliation and taxation.
* Positive attitude and co-operative in nature.
* Ability to work as team or as an individual.
* Good communication
* Good analytical ability
* Good decision making skills

**HOBBIES AND interests:**

* Reading books
* Shopping and watching movies
* Working for social welfare

**personal information:**

**Name** : -Maanya

**Date of Birth** : -19/09/1996

**Gender** : -Female

**Nationality** : -Indian

**WORKING STATUS:**

**Worked as an customer care executive in Aegis in 2018-19**

**Worked as an customer care executive in MVVNL in 2019-2020**

**Currently working in Samadhan Samiti as an customer service representative since 2022 but worked on website just as updation, pricing, plagiarism. Uploading of project report, mailing report to the clients.**