**Manisha Thapa**

**E-mail: manishathapa2705@gmail.com**

**Contact no: +919818703468**

B-114 near House no.4,

B-Block Sewa Nagar

New Delhi 110003

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| OBJECTIVES |
| To pursue a challenging and growth-oriented career in an organization that offers opportunities to learn and grow by delivering the results. I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself. |

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| ACADEMIC QUALIFICATION |
| **Degree:** | MBA | **Specialization:** | Finance & Accounting |

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| **Qualification** | **University/Board** | **Year of Passing** | **%** |
| Pursuing MBA | Amity University | Pursuing |  |
| B.com | Delhi University (NCWEB) | 2018 | 64 |
| XII | CBSE Board | 2015 | 84 |
| X | CBSE Board | 2013 | 82 |

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| PROFESSIONAL EXPERIENCES |
| **Working with Excellent Printing House as an Accounts Assistant.****(1st July 2017 to till now)** |
| Job Description: -* Generate Invoices and verify billing input.
* Responsible for maintaining Accounting Ledgers.
* Processing Accounting Transactions in Tally.
* Writing payment vouchers.
* Managed vendor accounts, generating weekly on demand cheques.
* Maintaining the status of funds and Expenditures.
* Prepare and distribute monthly Financial Reports.
* Taking care of TDS, GST and ESIC.
* Performed general office duties and administrative tasks.
* Managed the internal and external mail functions.
* Provided telephone support.
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| **Worked with R P L & CO. as a Junior Accountant.****(15th September 2016 to 30th June 2017)** |
| Job Description: -* Recorded Journal entries in Tally and Busy.
* VAT Return filing.
* Visited as Junior Concurrent Auditor in State Bank of India.
* Worked with Team for Statutory Audit in Punjab National Bank.
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| PERSONAL QUALITIES |
| * Dynamic & Soft Spoken
* Hardworking, Positive attitude towards work
* Having competitive approach
* Effective Time Management
* Trustworthy
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| TECHNICAL SKILLS |
| * MS Word
* MS Excel
* MS PowerPoint
* Tally ERP 9.0
* Busy
* Quick Books
* GST Returns
* Internet Savvy
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| HOBBIES |
| * Watching Cricket
* Listing Music
* Playing Badminton
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| PERSONAL DETAILS |
| **Father’s Name** Mr. Bal Bahadur Thapa**Date of Birth** 27th May 1998**Gender** Female**Marital Status** Single**Languages known** Hindi & English**Address** B-114 Near House No.-4, Sewa Nagar, New Delhi-110003 |

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| DECLARATION |
| I hereby declare that all the information above mention is true to the best of my knowledge and belief. |

**Date: ………………**

**Place: ……………… (Manisha Thapa)**