**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. |
| **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)**