

► Manisha Mishra

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Objectives

I want to work where I will get enough scope to prove myself. Challenges always encourage me to explore the environment and to give my best to the organization to increase their wealth and prospect.

Education

Education	University/Institute	Year	%/CGPA
MBA (HR & Marketing)	Doon Business School, Dehradun	2017	---
B.Com	Marwar Business School	2015	62
12th	SVNGVP	2012	60
10th	BMHSS	2010	61

Professional Experience

HR Executive(Jan/2017 – Current Job)
Bridge Group Solutions (Noida)

My Responsibilities of job are-

- Recruitment
- Lead Generation
- Talent Acquisition
- Maintaining Daily Reports
- Performance Appraisal

Training Experience

Organization : **IFFCO** (Phulpur, Allahabad)
Project Title : Performance Appraisal at IFFCO
Designation : Management Trainee (HR)
Period : 6 weeks

Key Learnings

In IFFCO my responsibilities were to deal with existing clients to develop interest & help managers to prepare performance appraisal for their employees. My major learning's from this internship is to understand ground level reality of work, and understanding work details.

Certifications

- Certificate for representing state level badminton team.
- Certificates won at different levels at school for singing.
- Certificates for active participation in several blood donation drives.

HOBBIES

- Listening music
- Singing
- Dancing
- Cooking

ACHIEVEMENTS

- ✚ Member of the discipline committee while pursuing graduation
- ✚ I was the Vice President while pursuing my graduation
- ✚ Winner of various paper presentation competitions at different levels
- ✚ Received several certificates and medals for singing

KEY SKILLS/STRENGTH

- Strong Interpersonal and Intrapersonal skills
- Quick learner
- Multitasking ability
- Good communication & presentation skills
- Positive attitude & mental toughness
- Good Team player
- Pragmatic

PERSONAL DETAILS

Father's Name : Harender Kumar Mishra
Date of birth : April 30, 1994
Languages known : English, Hindi, Tamil

Declaration

I hereby declare that all the information provides is true and accurate to the best of my knowledge.

Date :
Place :

(Manisha Mishra)



