

CURRICULUM VITEA

NANDINI MANSHANI

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Resident: Plot No- 11, Gauri Nagar, Behind Lion's Club, Vaishali Nagar, Ajmer

Objectives

To work with an esteemed organization which a help me to update my skills and talents by working with diverse responsibilities across challenging and decision making situation.

Education

- Secondary from Central Academy Sr. Sec. School, Ajmer in 2002.
- Sr. Secondary from St. John's Diocesan School, Ajmer in 2004.
- B.A from MDS University in 2010.
- M.A in Political Science from MDS University in 2013.

PROFESSIONAL QUALIFICATION

- BASIC, O' Level, Tally 6.3, 9.0 ERP

EXPERIENCE

- Four years experience in Blossom Sr. Secondary School & DAV Higher Secondary School, Ajmer as a Computer Teacher.
- One Year 8 Months in Dr. Manoj Hirani Clinic as a Nurse.
- Seven Months Worked In Advertising & Domestic Centre as a Supervisor.
- One Year Worked In NIMS University, Jaipur as a HR Co-ordinator.
- Presently Working In Mittal Hospital, Ajmer as Front Office Executive.

SKILLS

- **Operating System**
MS-Dos 6.22, Windows 95/98 Window NT Workstation 4.6, Window 2000 Professional and Windows XP, Windows 7, Windows 8, 8.1

- **Applications**

Microsoft Office XP/98/2003/2010 Internet Explorer, Microsoft Outlook, Netscape communicator and various other Tools and Utilities

- **Typing Speed**

- Hindi 30-35 Words per Minutes.
- English 45-50 Words per Minutes

INTERESTS AND HOBBIES

Reading magazines related to IT and Computers Knowing the latest in Computers and listening Music.

I hereby vouch for authenticity – mentioned information

DECLARATION

If given an opportunity to serve, I assure you that my performance would be whole hearted, dedicated and always to the best of my capacity in the prestige of the company

PERSONAL PROFILE

FATHER'S NAME	:	Mr. Gauri Shankar Manshani
MOTHER'S NAME	:	Mrs. Kiran Manshani
DATE OF BIRTH	:	14 th -May- 1987
LANGUAGE KNOWN	:	English, Hindi & Sindhi
SEX	:	Female
MARITAL STATUS	:	Unmarried
NATIONALITY	:	Indian

Date : _____

Place : _____

(NANDINI- MANSHANI)