

Mansi Malik

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CAREER OBJECTIVE

To obtain a position of responsibilities that utilizes my skills and experience and keen to work in a organization environment where I can enrich my knowledge.

WORK EXPERIENCE

I have teaching work experience at a Coaching Institute as a Social Science and maths tutor.

ACADEMIC PROFILE

DEGREE	UNIVERSITY/BOARD	YEAR	MAJOR SUBJECTS	PERCENTAGE
MBA	Sikkim Manipal University	2015-2017	Human Resource Management, Industrial Relations & Labour Laws, Financial Management Accounting, Project management	68.5 %
B.Sc	Ch. Charan Singh University, Meerut	2011-2014	Physics, Chemistry, Mathematics , Numerical methods and Foundation of Computer	64.8%
Senior Secondary	U.P. Board	2011	Maths, Physics, Chemistry, English, Hindi	76%
High School	U.P. Board	2009	Math, Social Sc. Eng, Hindi, Sanskrit, Science	65.8%

TECHNICAL SKILL SET

- Basic Knowledge of computer
- Compile and generate spreadsheets capturing key data related to company.
- Create pivot tables and charts using worksheet data and external resources, modified pivot tables, sorted items and group data.
- Develop and implemented standard operating procedures to bridge data.
- Imported and exported data from text files, saved queries, or databases; used automatic outlining, inserted subtotals, created advanced filters.
- Performed data manipulation, transformation and cleaning.

- In MS Word formatting and page setup, Template building and editing, using SmartArt and Textboxes.
- In MS PowerPoint, custom slides and Templates, adding animation to text and images adds a layer of excitement to each slide.

Other Qualifications and Projects Undertaken

- 2017- 1 month training at Malik Engineering Works, Ghaziabad.
- 2017- Project in MBA- Employee Absenteeism and its effect on productivity
- 2019- UGC NET qualified in Human resource management & industrial relations and labour laws
- 2019- CCC

INTEREST AND ACTIVITIES

Listening music, reading books, travel to explore new place.

The information above provided is true to best of my knowledge.

(Mansi Malik)