

MANISHA XALXO



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EDUCATION

BCOM IN ACCOUNTING

Goenka College of Commerce and Business Administration Kolkata

- CGPA- 6.66

HIGHER SECONDARY SCHOOL

- BSF Senior Secondary School, Kadamtala

12th CBSE- 74.8%

2021-2021

SECONDARY SCHOOL

Good Shepherd School, Bagdogra

10th ICSE-82.8%

2012-2019

SKILLS

Computer Application

- MS Office
- Tally ERP

Other Skills

- Effective Communication
- Leadership
- Accounting
- Multitasking
- Teamwork

LANGUAGES

- English
- Hindi

OBJECTIVE

As a dedicated Financial Accounting Student of Calcutta University, I am seeking opportunities to apply my academic knowledge, passion and determination to contribute to the success of organization through the effective application of financial principles.

EXPERIENCE

HUMAN RESOURCES INTERN

Suvidha Foundation (Suvidha Mahila Mandal)

March- April 2023

- Assisted in recruitment process for interns in various domains
- Maintained accurate records of candidate's information
- Boosted intern morale and engagement through onboarding activities

CERTIFICATES

DIPLOMA IN OFFICE AUTOMATION & PUBLISHING(DOAP)

Dec 2019- Nov 2020

- Office Automation: Skilled in using office automation tools to streamline administrative tasks, including scheduling, data entry, and document management.
- Publishing Software: Proficient in various publishing software applications for creating professional documents, presentations, and promotional materials.

