

Manisha Bhattacharyya

Tamluk, West Bengal

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Work Experience

Receptionist cum computer operator

Grow More Stock Market-West Bengal

Part-time

0-15 days notice period

February 2025 to Present • Part-time

Responsibilities of whole centre and Students, candidate's all data front office cum computer operator.

Education

Post graduate in English

Medinipur City College-Medinipur, West Bengal

Full-time | November 2022 to July 2024

Scored: 59%

Skills / IT Skills

- Typing
- Microsoft Excel
- Microsoft Office
- Customer service
- Communication skills
- Phone etiquette
- Microsoft Word
- Office experience
- Time management
- Microsoft Powerpoint
- Front desk
- Data entry
- Computer skills
- Office management