

Manisha R. Dhopeswarkar (Mrs.)

B-3/15, Vrindawan Society, Carter Road No.1, Borivali (E), Mumbai 400066

Phone: 77698 99020 Email: manishaminto@gmail.com

Date of birth: February 9, 1973

Academic qualifications:

M.P.M. (Masters in Personnel Management) from Pune University with 71% in 2000

B.A. (Political Science) from Pune University with 56% in 1995

H.S.C. with 54% in 1992

S.S.C. with 60% in 1989

Additional qualifications:

Attended one month training in counseling in 2011 and later 4 more trainings of one week each and was awarded **RRTC** certificates for the training.

Work Experience:

Nishigandh female ward by female for female. Handling documentation of Nishigandh for 3 years from admission to maintaining of register to handling groups, arranging monthly groups, Sahachari daily report, billing of snacks and tiffin, which goes to companies from 20----- till date.

Handling OPD for 2 and a half years.

Working as Counselor since July 10, 2013 for Mukhtangan Rehabilitation Centre, including admissions.

Working in students zone for 1 year, meeting students who come for placement from all over India and Sweden, Fergusson College and psychology counseling students.

Conducting training groups in Mukhtangan Rehabilitation Centre.

Worked with **WNS** (World Network Systems), USA, Travelocity (Air, Car, Hotel Reservation) Ticketing, Reservations and Reissue Department in Yerawada, Pune from June 2005 to October 2006.

Worked with **Wipro Spectramind** – was hired for United Airlines process. Entire batch was shifted to **Dell Technical Support** from December 2002 to December 2003.

Worked for **Mash Leather** – export oriented company, handling designing and embroidery on leather from August 1996 to July 2000.

Personal details:

Marital status: Married

Languages known: English, Hindi and Marathi