

Neha Gautam

Email: nehagautam343@gmail.com

Contact No.: 8299522234



Career Objective

Seeking a career to utilize my knowledge, personal skills to gain comprehension understanding of a reputed organization so as to take responsibility and contribute significantly.

Experience

- 3 months worked as HRM Executive in Consultancy.
- 3 months worked as Office Assistant in Aradhya Distributor.
- 6 months worked as Operations Executive in Sam Global Services.
- 6 years working as Sr. Management Executive in Initiative Data Systems Pvt. Ltd.

Work Profile for Career Scan

- Scheduling recruitments for vacancies and training procedures.
- Keeping personal dossiers update along with role profile and performance appraisal records.
- Conducting exit interviews and overseeing the termination process with outgoing employees.
- Maintaining petty cash expense records.
- Share target and incentive to the sales team.
- Help in making the payroll of the company.
- Organizing and maintaining files and records.
- Preparation of SOPs for various activities of store.
- Reconciliation of debtor accounts and finance companies periodically.
- Placing indents, price list and price tags circulation.
- Preparation of quotations and different excel reports i.e. daily, weekly, monthly and annually.
- Organizing important events of the organization.
- Draft and monitoring company emails and manage calendars.
- Update company website. (Wordpress)
- Working out for claims against companies.
- Handling UPMRCL, GeM, HP, Dell, Lenovo and OnePlus portals.
- Operating various software viz. Tally, Busy, Wondersoft.

Academic Qualification

- High School from Uttar Pradesh Board in 2010
- Intermediate from Uttar Pradesh Board in 2012

Professional Qualification

- Bachelor of Business Administration from Lucknow University in 2015
- Master in Business Administration from Ambalika Institute of Management and Technology affiliated from Dr. A. P. J. Abdul Kalam Technical University in 2017

Summer Training

- Key Role – Financial Advisor
- Training Institute – IDBI Federal Life Insurance Corporation Limited
- Project Report Topic – Employee Retention with HR Strategies Practices

Professional Skill Set

- Fluent typing i.e. 45wpm
- Strong organizational and communication skills
- Experience in administrative assistant roles
- Proficiency in MS Office – Word, Excel and Power-point.

Seminar Attended

- Seminar attended on Change Management and Motivation
- Abstract published to National Conference on Challenges and Opportunities for Technical Innovation in India
 - Education system in India
 - Negative Impact of Advertising on Society

Personal Details

Mother's Name	Mrs. Savitri Devi
Father's Name	Mr. Satyendra Kumar Aman
Date of Birth	15 June 1994
Linguistic knowledge	Hindi and English
Hobby	Playing Badminton and reading articles or books
Nationality	Indian
Address	Ashok Vihar, Alamnagar, Lucknow

Declaration

I hereby declare that the given information is correct.

Place: Lucknow

(Neha Gautam)