

Nehal G. Mehta

13, Krishnadham Apartment, Nr. Vasantvadi, Kankaria, Ahmedabad - 380008

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Objectives

Seeking to work in an organization that provides exposure and opportunities to grow my skills and career to make meaningful contribution towards the objectives of the organization.

Experience

SBI Card, Ashram Road, Ahmedabad (1 year 5 months)

November 07, 2014 to present.

Working as a **Backend Operation Executive** where I am handling a team (of 5 different locations grouped as WEST1) for SBI credit card verification and dispatch process and also I depict new policies to juniors.

Shaadi.Com, Satellite, Ahmedabad (10 months)

December 23, 2013 to October 23, 2014.

Worked as **Relationship Advisor cum Sales Advisor** including customer counseling.

SBI Card, Ashram Road, Ahmedabad (1 year 3 months)

May 21, 2012 to August 21, 2013.

Worked as a **Backend Operation Executive** where I am handling a team compressed of 5 different locations grouped as WEST1. I am authenticated for SBI credit card verification and dispatch process and also to expose new policies to juniors.

Equitas Microfinance (I) Pvt. Ltd., Nehrunagar, Ahmedabad (1 year 6 months)

April 01, 2010 to October 31, 2011.

Worked as a **Customer Support Officer** where I was given the task of disbursement and deposition of cash along with daily routine activities to update DCS report online daily.

Shree Saraswati PTC and B.Ed. College, Una (4 years)

December 01, 2004 to December 30, 2008.

Worked as a **Computer Tutor and Operational Incharge**.

Education

Master of Business application

IGNUE University

Currently Pursuing

Bachelor of Arts (1996-1999)

Saurashtra University

H.M.V. Arts and Commerce College, Una

Aggregate 50%

Higher Secondary Certificate (10+2)

(1994-1996)

Gujarat Secondary and Higher Secondary Education Board (GSHSEB)

Kanya Vidhyalaya, Una

Aggregate 67.33%

Secondary School Certificate

(1993-1994)

Gujarat Secondary Education Board (GSEB)

Abhinav Vidhyamandir, Una

Aggregate 63.43%

Academic Qualification

- Diploma in Computer Software (DCS) with 65% aggregate from Aptech Computer Education, Una.
- Certificate of Professional Accounting Course (CPAC) from SITD (Society of Information Technology Development), Ahmedabad achieving 70% accuracy.

Personal Details

Date of Birth : 11 December 1978
Nationality : Indian
Gender : Female
Linguistic : English, Gujarati, Hindi
Hobbies : Reading, Listening Music.

References

Mr. Dharmendra Joshi

Trustee
Shree Saraswati P.T.C. & B.Ed. College, Una
(M) 09824294700

Mr. Bhupendra Kumar

Regional Sales Manager
Shaadi.Com, Bombay
(M) 9833450619 | bhupendra.kumar@peopleinteractive.in

Declaration

I hereby declare that all the information given are true according to my knowledge if incase found false I shall held responsibility for the clause.

Date:
Place: Ahmedabad

Signature
Nehal G. Mehta