

Neha Chouriya

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Highly motivated specialist with 4 years of experience. Consistently drives results By achieving promotions like executive to senior executive and to specialist, now for senior specialist.



Skills

- Excellent written and verbal communication skills, Highly organized and efficient
- Ability to work Independently and as a part of a team
- Proven leadership skills and ability to motivate
- Experience in wing accounting software like tally
- Knowledge in MS-Excel, Word and power point
- Excelent in understang and analyzing the human behavior
- Excelent in identifying the need of organization
- Acheived excellent quality



Work History

2019 - 2023

- **Specialist**
Hexawale BPS Nagpur, India
- Extraction of U.K. and U.S. based bank statements send by the client in file format
- Used Altia investigation tools for extraction and directly send to the client in CSV format
- Helping other team member to resolved their doubt related particular files
- Reviewed new team members extracted file and send confirmation via telephone
- Attended twice in a week team meetings with Q.C. specialist and team leader about new updates and other process related issues
- Gave 100% quality in every week and contribute quality for monthly SLA which is 98% of whole team
- Archived client appreciation for giving 100% quality while surprise checking of files

2017 - 2018

- **Executive Assistant to the Director**
Premier India Enterprise
Nagpur, india
- Prepare internal and external Corporate documents for team members and industry partners
- Arrange corporate events to take place outside of the work place and Staff appreciation events

2013 - 2016

- Answer and respond to phone calls, Communicate messages and information to the executive
- Manage scheduling for company executives
- Work directly with director to support all aspects of his daily work routine.
- Maintain the director's calendar, including scheduling meetings, appointments, speaking engagement and travel (domestic and international)
- Maintain confidential and sensitive information
- **LAB Assistant**
Smt. Radhikatai Pandav College of Engineering,
Nagpur, India
- All the computers available in the lab are to be maintained properly
- I give the technical assistance to computer user's
- Maintained a computer lab and address all the problems related to the computers & provide all required help to the learning students
- Gave the instructions to all regarding the correct usage of all the electronics and other equipment
- Reported the problems encountered which is not able to address properly to the server room
- Maintained all the required inventory
- Submitted the report wanted by the lectures and HOD
- Maintained notice board by pasting updated reports, time table, etc...

2013 - 2015



Education

2010 - 2013

- B.E. (Bachelor's of Computer Engineering)
SMT. Radhikatai Pandav College of Engineering, Nagpur
- Polytechnic (Computer Technology)
Late. Vasantdada Polytechnic, Nagpur



Languages Known

- English
- Hindi
- Marathi



Certification

2010-08

- Computer Programming

2014-11

- English typewriting - 30 w.p.m.

2018-05

- Tally ERP - 9