

Neha Banu

80Feet Road, Vishwanath Nagar, 5th Cross, Hassan-573201

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Objective

To get a career in your reputed firm where I can use my technical and communication skills which would be beneficial for the company and I would like to get experience, learning and knowledge.

Experience

Royal Enfield

Back Office Executive

2/2021-8/2022

- Invoicing
- Insurance
- RTO
- Recorded meetings and distributed agendas to support leadership

Bajaj Two Wheeler Showroom

Back Office Executive

9/2022-Till Date

- Invoicing
- Insurance
- RTO
- Recorded meetings and distributed agendas to support leadership
- Analyzed competitors and market trends to facilitate business growth

Education

2023

Gnanadhare First Grade College

BCom

Government Polytechnic For Women

Diploma(Commercial Practice)

2021

Skills

- CRM Software
- Report Generation
- Problem Solving
- Typing (Kannada & English)
- RTO(Vahan4.0)
- Insurance
- Data Entry
- Microsoft power point
- Tally
- Invoicing

Internship

Undergone internship training at “Taluk Office”, Hassan from 2nd December to 21th December, 2019.

Projects

- I did the project entitled “Are Women Good Manager?”, in the year 2019.
- I did the project entitled “Reserve Bank Of India”, in the year 2019.
- I did the project entitled “Modernized Payment System With Reference To Digital Payment”, in the year 2020.
- I did the project entitled “Taluk Office Report”, in the year 2020.

Personnel Data

Name : Neha Banu

Father’s name : Late Mohammed Fayaz Pasha

Mother’s name : Ashmath Tara

Date of birth : 04/03/2000

Marital status : Single

Gender : Female

Hobbies : Internet surfing, playing chess, playing throw ball, etc.,

Languages known : Urdu, Hindi, Kannada, and English.

Nationality : Indian

Declaration

I hereby declare that all the particulars stated in this application form are true to the best of my knowledge and belief.

Neha Banu

DATE: