

Neetu Kaheer
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CAREER OBJECTIVE

To work in state-of-the-art technologies and world-class environment that provides excellent work opportunities and professional enrichment..

PROFILE SUMMARY

- **A focused professional** with over 7.5 years of rich experience in **Background Verification**; currently associated with Pinkerton Risk Management Service Private Limited as an "Specialist" (Senior Research Associate).

SKILL SET

- Reports Preparation.
- Validate Education (Check genuineness of candidate's academic record, Ensure the issuing authority is genuine and authorized).
- Validate Employment (Check accuracy of previous employment credentials viz, designation, tenure, emoluments etc .Check existence and genuineness of the employer.)
- Validate Address : (Validate the period of stay of the candidate as per states .Check existence and accuracy of address.
- Client Interaction : (Interacting with the various clients & ensure the meet the SLA within time bound).
- Quality Control : (Delivered the reports to client with 100% accuracy.)

ORGANISATIONAL EXPERIENCE

Pinkerton Risk Management Service Private Limited., Gurugram
2019)

(Since May 2012 to November

Key Result Areas:

- ⇒ Meeting and exceeding SLA and requirements of clients; involved in end to end process mapping and GAP analysis.
- ⇒ Analyzing data at various stages of process; building mechanisms and manuals to ensure remote locations meet requirements and within timelines set by clients.
- ⇒ Ensuring parallel smooth delivery across all locations and service levels maintained as per requirement consistently.
- ⇒ Mapping business requirements and coordinating in developing and implementing processes in line with the pre-set guidelines and ensuring uniformity in the process understanding at the client's and the organization's end.
- ⇒ Handling a team of 8 people.
- ⇒ Improving the performance (both quality & quantity) of the team members by enhancing their skills.
- ⇒ Managing various trackers & performance data.
- ⇒ Providing the training to the new joiners.
- ⇒ Auditing the Background screening reports to maintain the sanity.

PREVIOUS EXPERIENCE

West Gate Immigration Company., Mohali

(August 2011 to April 2012)

"Senior Counsellor".

Key Result Areas:

- ⇒ Handle the Team of 5 members.
- ⇒ Manage the Records.
- ⇒ Handling Clients & Fulfil their queries.
- ⇒ Preparing Customer Tracking Sheets on Daily basis.

IT SKILLS

- MS Office (Word, Excel, PowerPoint)
- Windows Environment
- Internet Applications

- Programming Languages : - C, C++, Data structure through "C".

PROJECTS UNDERTAKEN

- Completed a project at **Bajaj Autos Ltd. Pantnagar (Uttarakhand), 2011**

Project Topic: Organizational Culture: Study of Bajaj Auto Ltd.

Duration: six months.

- Completed a project on the topic "**Bharti Airtel (Chandigarh), 2010**

Project Topic : Recruitment and Selection" process followed by "Bharti Airtel" across PAN India.

Duration: Six weeks.

EXTRACURRICULAR ACTIVITIES

- Took part in-
 - Various Cultural Activities at School & College Level
 - Winning Debet competition at college as well as University Level.
 - Participated in Management Workshop at University.

ACADEMIC DETAILS

2011	MBA in HR from Lovely Professional University, Phagwara.
2008	Arts Graduate from Guru Nanak Dev University, Amritsar.
2005	12 th from P.S.E.B. , Mohali.
2003	10 th from P.S.E.B. , Mohali.

PERSONAL QUALITIES & OTHER SKILLS

- Self confident, capable of adapting to any type of work environment.
- Self motivated.
- Able to prioritize work and keep deadlines.
- Commitment to team working, ability to provide leadership under challenging situations.
- Highly developed analytic and self learning skills.
- Working knowledge of computers like MS-office, Microsoft Windows 98, 2000, XP, Vista and various research and other research tools using internet.
- Highly developed communication skills.

PERSONAL DETAILS

Date of Birth: 27th February 1988
Languages Known: English, Hindi and Punjabi (Read, Write, Speak)
Permanent & Current Address : Neetu Kahar, D/o. Ravi Kumar Kehar
 # 139, Mohalla –Hindu,
 Qadian (143516), Distt: Gurdaspur
 Punjab, India.

DECLARATION

I do hereby declare that the above information supplied by me is true to the best of my knowledge and belief.

Date:

Neetu Kahar