

# RESUME

Name:- Neha Chauhan

| Present Address                                   | Contact Details   |                           |  |
|---|---|---------------------------|---|
| 116 Defence Estate<br>Phase I Madhu Nagar<br>Agra | Mobile:   | +91-8533025063,9457805929 |   |
|   | E-Mail :  | Nehachauhan1886@gmail.com |   |
| Career Objective:                                 | *Accounting management position requiring a knowledge of international finance. |                           |   |

\*To gain knowledge and exposure through continuous learning that stimulates professional as well as personal growth.

## Educational Qualifications:

| Exam             | Year | College & Board  | Main Subjects  | Marks% | Remarks    |
|------------------|------|--|--|--------|------------|
| M.B.A            | 2016 | H.I.M.C.S & UPTU   | Dual specialisation :Finance & marketing   | 70%    | I division |
| B.B.A            | 2014 | Baikunthi devi mahavidyalaya & Dr.Bhim Rao university agra | Income tax,business communication ,business law,company law, business organisation     | 64%    | I division |
| 12 <sup>th</sup> | 2011 | Kendriya vidyalaya no.2 agra & CBSE                        | Accounts,business studies,economics,information practices,english ,physical education. | 60%    | I division |
| 10 <sup>th</sup> | 2009 | Kendriya vidyalaya no.3 Gwalior(MP) & CBSE                 | English,maths,hindi,social science studies,science                                     | 55%    | I division |

## Training:

| Organization   | Training Topic/Assignment   | Duration | Remarks |
|--|---|----------|---------|
| Star union Dai –ichi life insurance ( A joint venture of bank of India ,union bank of India and dai-ichi life,japan) | <ul style="list-style-type: none"> <li>Life insurance and banking services</li> </ul> | 45 days  | GOOD    |
| Kotak Mahindra bank  | Working capital management  | 45 days  | GOOD    |
| <b>Professional Skills:</b>  | Analytical skills, team working, time management, flexibility & computer skills.      |          |         |

**Experience :**

- I have handled family business (transport business –UPSRTC bus services) for 3 years as Accountant.
- I have worked in the Friends Publications company for 1 year as a Operation Executive .

- Making in excel report for the all policies created.
- Cash handling & Coordinate to parties.
- Prepare the sale order then challan issue.
- Monitoring operational performance of both internal & external service providers.

**Working : 3** Month training completed in Byjus Company & Now as a BDA (Central Sales Associate) .

**Additional Information / Achievements:**

**National workshop: Application of advanced technology in education (Baikunthi Devi kanya mahavidyalaya baluganj agra ) in 2<sup>nd</sup> & 3<sup>rd</sup> march 2012.**

- ❖ Participated in regional level The bharat scouts & guides in Kendriya Vidyalaya No.2 Chandimandir Cantt in the year 2005.
- ❖ Won the painting, rakhi making & English calligraphy competition.
- ❖ 12th annual conference demographic dividend opportunities & challenge march 20,2015
- ❖ Statistical tools and analysis four months certification programme.
- ❖ Participated in volunteer team infrastructure, logo-contriver in magnifest 2014 at HIMCS (SGI).

## Personal Details

**Father's Name:** Indra Vir Singh Chauhan



Edit with WPS Office

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|--------|-------------|--|
| D.O.B: | 1april 1994 |  |
|--------|-------------|--|

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|-----------------------|-----------------|--|
| Language Proficiency: | Hindi & English |  |
|-----------------------|-----------------|--|

|                 |        |  |
|-----------------|--------|--|
| Marital Status: | Single |  |
|-----------------|--------|--|



**Declaration**

Signature

