

**Name :-** Neha Shrivastava **Contact Number:-** 9850145920 **Email:-** neha.p.shrivastava@gmail.com

## OBJECTIVE

To be a part of an organization where I can fully utilize my skills and make a significant contribution to the success of the employer and at the same time my growth as an individual employee.

## SUMMARY

- Currently working as an **Team Leader** for **HR Remedy India, Pune**
- Worked as an **Office administrative** for **AB Leasing Finance, Jabalpur.**
- Completed MBA Degree from **SRIT College, Jabalpur** in 2014 with first Division.
- Completed B.Com from **MGMM College, Jabalpur** in 2010 with first division.
- Completed PGDCA from **ACST, Jabalpur** with first division.

## EXPERTISE

- Time management and prioritization skills.
- Handling nationwide recruitments for Banking and Insurance Institutions.
- Superior interpersonal, verbal and written communication skills
- Ability to develop strong working relationships
- Ability to manage multiple activities and changing priorities
- Ability to work under pressure and meet deadlines.
- Self starter with ability to take the initiatives and conquer new tasks quickly.
- Excellent analytical and problem solving skills.
- Worked in teams and adhered to the planned development time frame.
- Effectively manage employees and assume leadership responsibilities
- Manage operational costs and expenses

## SKILLS SUMMARY

Area	Experience
<b>Languages</b>	English and Hindi
<b>Computer Applications</b>	Proficient in Microsoft Word, Excel, Access PowerPoint
<b>Computer Operating systems</b>	Windows XP, Windows Vista, Windows 2007

## PERSONAL DETAILS

- |                    |                         |
|--------------------|-------------------------|
| 1) Marital Status  | : Married               |
| 2) Driving license | : Madhya Pradesh, India |
| 3) Passport        | : Indian                |

References are available on request.

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## **WORK EXPERIENCE DETAILS**

### **Team Lead – Pune**

**HR Remedy India**

**Nov 17 to Present**

#### **Principal responsibilities at Work:**

- Handling team of junior recruiters.
- Sourcing job requirement from Clients such as HDFC, ICICI , Max Life, Bajaj Allianz, Aditya Birla.
- Candidate screening through job portals such as Monster, Naukri, Shine, Times Job, etc
- Scheduling interviews of the ideal candidate for the pan india location for BFSI sector
- Helping candidates till the joining procedure

### **Customer Care Executive – Pune**

**Tech Mahindra**

**Jan 16 to Oct 17**

#### **Principal responsibilities at Work:**

- Was working for Vodafone India as a Customer care executive
- Answering customer queries on email and telephone
- Solving customer issues on priority basis.
- Taking customer feedback on issues that have been resolved offline.

### **Office Administrative – Jabalpur**

**AB Leasing Finance**

**July 14 to Dec 15**

#### **Principal responsibilities at Work:**

- Understanding loan applicants requirements.
- Reviewing people's documents to process loan application
- Liasoning with Financial institution to process loan application.
- Using strong analytical skills to predict safer results to the customer

### **Sales Executive – Jabalpur**

**Sapient Heights International School**

**July 10 to May 12**

#### **Principal responsibilities at Work:**

- Conducting marketing activity in the local newspapers and cable operators.
- Speaking with prospective parents that contact on phone and walkins.
- Scheduling meetings with prospective parents.
- Following up with the parents after school tour and presentation.
- Closing leads with admission.

## EDUCATION

Sr	Education
01	<p><b>Diploma in Computer Application – Makhanlal Chaturvedi Univ, Jabalpur ( July 2010 - May 2011)</b></p> <p>I learned basic computer application such as Microsoft Word, Excel and PowerPoint. I also learned about internet applications such Internet explorer and Google Chrome.</p>
02	<p><b>MBA – Shri Ram Institute of Technology, Jabalpur (June 2012 - June 2014)</b></p> <p>The business management course I did helped me in developing my knowledge of different aspect of businesses around the world by learning its concepts, issues and practices. As the popular course heavily focuses the context of work at better standard and the marketplace for goods and services at domestic and global level it helped me in developing my skills in areas such as project management, innovation management, analyzing market with accurate implementation.</p>
03	<p><b>Bachelors of Commerce – Mata Gujri Mahila Mahavidyalaya, Jabalpur ( June 2007 – June 2010)</b></p> <p>A Bachelor of Commerce is an undergraduate degree in the Commerce stream. The course is designed to provide students with all aspects of Business management. After joining this course I was exposed to modules like Principles of Business management, Income Tax, Business regulatory framework, Money and Financial systems etc. By learning modules like these I've become aware of corporate and social responsibilities of a business manager very early in my under graduation.</p>