

Neha Singh

Villa no. 220,
Durga Homes Phase 2,
Ameenpur, Hyderabad.
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Work Experience

Chegg India Ltd.

January 2014 - Till Date

Job Designation : **Subject Matter Expert (freelancer)**
Company : Chegg India Ltd.
Job Profile : Textbook Solution Expert.
Roles and Responsibilities : Authoring Solutions for Textbook Questions of various international academic books on subjects like Management, Law, Math & Statistics.

Bhilai Nair Samajam College

August 2009 - December 2010

Job Designation : **Assistant Professor**
Institution : Bhilai Nair Samajam College
Job Profile : Lectureship (Management Department)
Roles and Responsibilities :
✓ Teaching Business Management and Commerce Stream in subjects including **Business Mathematics, Business Statistics, Business Law, Company Law, Organizational Behavior, Human Resource Management & Marketing Management.**

Religare Finvest Ltd.

June 2008-September 2008

Job Designation : **Executive, Operations**
Company : Religare Finvest Ltd.
Job Profile : Operations
Roles and Responsibilities :
✓ Back-office and Front-office Operations
✓ Maintaining MIS
✓ Solving Quires of walk-in clients
✓ Suggesting clients about various Investment Products
✓ Coordinating with Relationship Manager
✓ Handling Sales Promotional activity of Branch.

Academic Details

MBA, 2008

ICFAI Business School, Indore

- Specialization in Banking.
- Published findings on Effect of banking reforms on NPAs in India and China
- Summer Internship with IL&FS Investsmart Securities Ltd., Indore
 - Project undertaken on Comparative study of various schemes of Mutual Funds

- Understanding of back-office operations
- Promotion of NFOs

B. Com, 2005**Pt. Ravishankar Shukla University, Raipur**

- Merit certificate of Commerce Talent Search Examination held at District level

HSC, CBSE, 2002**Senior Secondary School, Bhilai**

- Majored in Commerce stream

SSC, CBSE, 2000**Senior Secondary School, Bhilai**

Additional

- Certificate course in 'Office Automation' from NIIT
- Attended National Seminar in Business Process Outsourcing- Emerging Issues and Challenges

Personal Details

- Date of Birth: 22nd March 1984
- Marital Status: Married
- Husband's Name: Mr. Ashvini Singh
- Language Known: English, Hindi

I hereby declare that all the information set out is true to the best of my knowledge.

Neha Singh