

# NEESHU SHUKLA

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## **CONTACT INFO**

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Address R K Puram, New Delhi  
Mobile no. 9810657591

## **CAREER OBJECTIVE:**

To work in challenging environment and a job which provides responsibilities and opportunities to use my skills to the best my knowledge and contribute to the growth of the company.

## **WORK EXPERIENCE:**

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- ***"Data Operator" in Food Corporation of India. (Sep 2018- till now)***
  - Operating data.
  - Record handling manual & online.
  - Appeal & Review and Vigilance deskwork.
  - RTI, Complains, Grievances, etc.
- ***"Recruiter" at "ALSTON TECHNOLOGIES PVT. LTD." Organization. (Sep 2016- April 2017)***
  - Prepare job description & updating jobs advertisement.
  - Screening & shortlist candidate.
  - Communicate with candidate and clients also.
  - Scheduling interview & followup.
- ***"Executive" at "S4 LEGAL AND ACCOUNTING PVT. LTD." (April 2017-Aug 2018)***
  - Processing Income Tax Return.
  - Work closely with clients.
  - Public speaking & Verbal Communication.

## **TECHNICAL SKILLS:-**

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- English Typing @ 30 words per minute.
- MS Word, Excel, Power Point.

## **ACADEMIC QUALIFICATION: -**

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- Masters in Arts (Eco) pursuing 2<sup>nd</sup> year from Ignou .
- Graduation B. Com (Prog.) from Delhi University in the Year 2020
- Intermediate from CBSE in the Year 2016.
- Matriculation from CBSE in the Year 2014.

## **SKILLS: -**

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- Interpersonal skills.
- Collaborative.
- Socialization & Leadership.

## **HOBBIES: -**

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- Adventure.
- Knowing about Spirituality.

## **DECLARATION:-**

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I hereby declare that all the details provided by me in this resume are correct and I have knowledge not omitted/misrepresented any information.

Neeshu Shukla

Dated: