CURRICULUM VITAE

**Neha**

Email:- [thakurneha980@gmail.com](mailto:thakurneha980@gmail.com) Mobile : 8847496504

# Personal Information:-

D.O.B. : 14-03-1994

Father’s Name : Sh. Vijay singh

Martial Status : Married

Permanent Address : Kamal Vihar, Jalandhar

# My Positive Outlook:

Looking forward to a career in an organization that provides better opportunities to learn new applications for career development consistent recognition as an individual and as group Member of an organization for the effort initiated and watch my career blossom in a better corporate culture, which promotes opening and innovations, perfections and satisfaction in my aim in my work field.

# Career Objective:

To be associated with a progressive organization that gives scope to update my partial knowledge and skills in accordance with the latest trends. Desire a position utilizing my organization, interpersonal and communicational skills to grow with the growth of the organization.

# Educational Qualification:

* MCA from LPU (Distance )
* BCA from GNDU Amritsar
* 12th from Punjab School Education Board
* 10th from Punjab School Education Board

# Professional Experience:

* Worked with M/S A.B Motors Pvt Ltd (Bhagat Ford) as a Delivery Coordinator (From Aug 2018 To Sep 2021)

# Job Profile:

* Check Report
* Thanks letter to customer.
* Vehicle Delivery –co-ordination..
* Co-ordination polishing of Demo car.
* Sale Executive wise complaint Reports.
* Housekeeping Pantry & Delivery related Material arrangements..
* Executive Wise Complaints Reports
* Maintain Claims Exchange & Fleet
* Closing Reports
* Scan and Print Documents
* Maintain Google sheet on Regular Basis

# Attribute:

* Positive mental attitude with dedication, determination and discipline.
* First Preference Satisfaction.
* Co-Operative, adjustable nature.
* Good Interpersonal Skills
* Quick Learner, ability to easily grasp new Technologies, ideal methods with concepts

# Hobbies:

* Listening Music
* Travelling

I hereby conclude that all of the above information is true to the best of my knowledge.

Date………….

Place: Jalandhar (PB)

**(Neha )**