**RESUME**

**** Neeraj N Nair.

Bunglow No.26,

Indrayani Hsc.Col,

Takli Road, Gandhi

Nagar, Nasik-06.

:- +918806764757

Email id: niraaaa2303@gmail.com

**OBJECTIVE:**

Looking for a challenging and rewarding career being a part of an organization that offers an opportunity for continuous learning growth and professional working environment.

**STRENGTHS:**

* Management Skills
* Inquisitive in nature
* Positive Attitude
* Enthusiastic & Adjustable Person.
* Communication Skill.

**ACADEMIC QUALIFICATIONS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Examination | Board/university | | College / School | Year of passing |
| MCOM 2nd year | University  Of Pune. | | B.Y.K.(SINNAR) College of Commerce | 2013-14 |
| MCOM 1st year | University  Of Pune. | | B.Y.K.(SINNAR) College of Commerce | 2012-13 |
| B.Com. | University  Of Pune. | | B.Y.K. College of Commerce, Nasik | 2011-12 |
| H.S.C | University  Of Pune. | | J.D.C. Bytco college | 2009 |
| S.S.C. | | University  Of Pune. | Scared Heart Convent High School | 2006 |

**COMPUTER KNOWLEDGE**

* Basic Computer Knowledge
* Tally 9.0
* DCGA(Diploma Course In Graphic And Automation.)
* Redhat Linux.
* CCNA
* Hardware Networking.

**ACHIEVEMENTS**

* State Level Indoor CRICKET
* School Cricket Team Captain 2 years. And 1 year vice-captain.

**INDUSTRIAL TRAINING AND WORK EXPERIENCE**

* Working in Ashoka Buildcon Ltd. as Jr. Officer in HR & ADMIN (Handling the working of insurance policy claiming of the employee’s, wellness program of employee’s, scheduling campus interview and salary process from 5th Jan 2015 till date.)
* Working as Store Admin at Mahindra Sona ltd. (Handle all documentation, inspection and entry work of input and output of raw materials.)
* As a Real Estate Agent for 2 years. (Management of customer depends and needs assisting them carrying over the followup.)
* 3 month training in STATE BANK OF INDIA (SBI).(Worked as a clerk carried out documentation work, accountant opening, passbook print, customer handling, database work.)
* Event Management.( Organized and managed the events like co-operative, wedding, party etc)
* As a sales executive in Yashoda Mobile Gallary for 2 years.

**PERSONAL INFORMATION:**

* Name Neeraj.N.Nair
* Current Address Indirayani colony, Gandhi nagar, Takli road, nashik-06
* Fathers Name Mr. Narayanankutty Nair
* Date Of Birth 24th.03.1990
* Nationality Indian.
* Marital Status Single.
* Sex Male
* Languages Known English, Hindi, Malayalam, Marathi.

**HOBBIES**

Planning Events, Play Cricket, Photography, Traveling and visiting new places.

**DECLARATION**

I declare that the above information is true to the best of my knowledge and belief.

( NEERAJ.NARAYANANKUTTY.NAIR )