

CURRICULUM VITAE

NEHA JAIN

*B-280, Street No. 10 Ashok Nagar,
Shahdara, Delhi
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OBJECTIVES:-

To obtain challenging position in a company where I can contribute to successful growth of the organization utilizing my skill and also further improve my professional skills.

Educational Qualification

2008	SENIOR SECONDARY – CBSE BOARD Percentage – 72 %
2010	HIGHER SENIOR SECONDARY- CBSE BOARD <ul style="list-style-type: none">• Percentage – 68 %• Main Subjects- Commerce
2013	BACHELOR OF COMMERCE (B.CoM)- DELHI UNIVERSITY <ul style="list-style-type: none">• Percentage – 48.4%
2015	POST GRADUATE DIPLOMA IN INTERNATIONAL BUSINESS OPERATIONS (PGDIBO)- IGNOU <ul style="list-style-type: none">• Percentage – 59.5%
2016	MASTER OF COMMERCE (M.CoM)- IGNOU <ul style="list-style-type: none">• Percentage – 62%

PROFESSIONAL QUALIFICATION:

- Certificate in Basic Computer Course from Sky Bird Computer Institute
- Tally ERP 9.0 & 7.2 Course from Capital Institute (JBTC)
- Advance Excel Course from Sarvodya Institute
- Typing Course from Skybird Computer Institute.

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WORKING EXPERIENCE:

- Worked with **Employees' Provident Funds Appellate Tribunal (EPFAT), Scope Minar, Nirman Vihar Delhi**, as a Lower Division Clerk (**LDC**) **Post** on contract basis from Nov. 2011 to Feb. 2012.

Role and Responsibility:-

- Fill Management of all type of Bills
- Noting and Drafting of all type of Bills.
- Maintain record of Court Cases File in MS-Excel.
- Preparation of Voucher and Cheque.
- Any other work assigned by Higher Authorities.

- Worked with **MC. Engineers & Consultant, Patparganj**, as a **Data Entry Operator(DEO)** from March 2012 to March 2013.

Role and Responsibility:-

- File Management
- Maintain record of All site Bank Branch in Excel
- Follow-up site material by Technician in Excel
- Received and issued material on site as per concern Technician.
- Any other work assigned by Higher Authorities.

- Worked with **University Grants Commission (Ministry of Human Resource Development), New Delhi**, as a **Clerical Assistant Post**, on contract basis from July 2013 to Feb. 2016.

Role and Responsibility:-

- File Management of E-content and E-Governance Project.
- Maintain record in Excel of Principal Investigator (PI) and Nodal officer associated with Project
- Solving Grievance related queries through telephonic and Mailing under E-Governance Project.
- Movement of File Electronically through e-office and their further follow-up.
- Noting and Drafting of letters as per direction of concern authorities and their further follow-up
- Co-ordination in Meetings (Standing Committee/Sub Committee)
- TA/DA reimbursement of Members of Committee and PI(s)
- Any other work assigned by Higher Authorities.

- Working with **Bureau of Indian Standards (National Standards Body of India working under the aegis of Ministry of Consumer Affairs, Food & Public Distribution), New Delhi**, as a **Data Entry Operator**, on contract basis from March 2016 to till now.

Role and Responsibility:-

- Maintaining Record of all type of bills and their further follow-up on daily basis.
- Data feeding of CRS Receipt voucher in Tally ERP 9 on daily basis.
- Preparation of Demand Draft (DD) detail in Excel on daily basis.
- Work related to Annual Closing of Accounts and follow up with ROs/BOs
- **Work Related to XIIth Plan Schemes:-**
 - Preparation of Expenditure Statement of Plan Scheme. (National System for Standardization (NSS) & Hallmarking Scheme) for Financial year (grant in aid).
 - Preparation of Utilization Certificate of Plan Scheme and Hallmarking Scheme for Financial Year.
 - Data feeding in tally software of various bank payment voucher of NSS Scheme and Hallmarking Scheme.
- Preparation of Statement of all Bank Payment Voucher of various Bank Account, Journal Voucher, etc for the purpose of GST return on monthly basis
- Preparation of Hindi Progress Report on Quarterly basis
- Checking of E-Mail and replies to the mail time to time.
- All Typing Work
- Any other work assigned by Higher Authorities.

Personality Traits

- Ability to maintain effective working relationships, good communication and situation management skills.
- Highly trustworthy, discreet and ethical.
- Highly organized, and be able to work positively and constructively within the pressurized environment

PERSONAL Profile:

- **Father's Name** : Sh. Rakesh Kumar Jain
- **Date of Birth** : 25-05-1992
- **Sex** : Female
- **Marital Status** : Unmarried
- **Language knowledge** : Hindi & English
- **Nationality** : Indian

Declaration

I hereby declare that the information furnished above is true to best of my knowledge and belief and any fact as related to my career has not been obliterated by me.

Date-

Place Delhi

NEHA JAIN
(Signature)