



House no. 475/25, Near National School, Krishan Pura
Panipat, Haryana-132103
9050618783
Nehakhuranaa99@gmail.com

NEHA

PROFESSIONAL SUMMARY

Highly organized and meticulous Administrative assistant with experience in corporate office settings. Adept at preparing and maintaining files, greeting visitors and restocking supplies. Good Communicator and planner with strong judgement and critical thinking abilities. Good amount of experience in general entry work and making balance sheets.

SKILLS & ABILITIES

- Strong communication Skills
- MS Office Suite
- Tally
- Self-Motivated Professional
- Proficient Listener

EXPERIENCE

CA RAJ CHAWLA & ASSOCIATES

JUL-2018 to JAN 2019

- Reviews general entries and assessed accuracy.
- Balanced reports to submit for approval and verification.

EDUCATION

MASTER OF COMMERCE (2015-17)

Kurukshetra University

Graduated with 68.44%

BACHELOR OF EDUCATION (2014-15)

Kurukshetra University

Graduated with 70%

BACHELOR OF COMMERCE (2011-14)

Kurukshetra University

Graduated with 56.94%

HIGHER SECONDARY CERTIFICATE (2011)

Board of School Education Haryana

Completed with 93.4%

CO-CURRICULER ACTIVITIES

- Participated as a volunteer in the National level Blood Donation Camp organized by college.
- Participated in Debate and various non-technical activities.
- Native proficiency in Hindi language.
- Professional working proficiency in English language.
- Had a diploma in Basic Computer Course.