

**NEHA YADAV**  
**E-mail: niayadav888@gmail.com**  
**Ph: +91 9654397085**



**DOB:11july1995**

### **CAREER OBJECTIVE**

“To gain working knowledge and experience in business trends around the world and to use it in the position to gain my organization financially and enhance my skills ”

### **SNAPSHOT**

✓	I find my strength in my will, patience and confidence.
✓	I drive for continuous betterment through hard work.
✓	Strong Planning motivated self starter, knowledge seeker and urge to explore new horizons.

### **ACADEMIC QUALIFICATIONS**

<b>POST GRADUATION</b>	<b>POSTGRADUATE IN MIB/MBA (IB) FROM GGSIPU- GIBS, NEW DELHI, (85%)</b>
<b>Graduation</b>	<b>GRADUATE IN FOREIGN TRADE FROM st,johns College Agra, (76.5%)</b>
<b>Class XII</b>	<b>75% from NAVY CHILDREN SCHOOL VIZAG.</b>
<b>Class X</b>	<b>80% from NAVY CHILDREN SCHOOL DELHI.</b>

### **IT CREDENTIALS**

✓	Internet.
✓	Basic usage information of TALLY
✓	Well acquainted with MS EXCEL,WORD AND POWERPOINT

## SUMMER INTERNSHIP

<b>Motilal Oswal Securities Ltd</b>	<ul style="list-style-type: none"><li>Identifying and implementing industry stock trading experience, client acquisition, client retention and providing training as well as guidance, and drive engagement among new clients.</li><li>Opened 20 de mat account in a span of one month.</li><li>Identified target audience and new markets for the same.</li></ul>
<b>Achievements:</b>	<ul style="list-style-type: none"><li>Received Pre Placement Offer (PPO).</li></ul>

## WORK EXPERIENCE

<b>Axis Bank Ltd. (JAN 2018- JULY 2018)</b>	<p>Role: Assistant Manager</p> <p>OPERATIONS DEPARTMENT DEALING AT CUSTOMER LEVEL BY PROVIDING THEM SUPPORT IN FINANCIAL TRANSACTIONS, SOLVING THEIR QUERIES, GUIDING THEM FOR ACHIVEMENTS OF THEIR FINANCIAL GOALS WITH AN EXPERIENCE OF SIX MONTHS.</p>
<b>Smart school Education Pvt ltd. (JULY 2018- SEPTEMBER 2018)</b>	<p>Role: Business Development Manager</p> <p>WORKED AS BDM IN SALES AND MARKETING DEPARTMENT, B2C, MEETING THE POTENTIAL CLIENTS, CONVERTING THEM AND THEN PROVIDING THEM WITH AFTER SALE SERVICES I.E CUSTOMER SUPPORT.</p>
<b>Karl Bucks Pvt Ltd. (OCTOBER 2018-TILL NOW)</b>	<p>Role: Customer Support Manager</p> <p>MARKETING AND SALES DEPARTMENT DEALING AT BUSSINESS TO BUSSINESS LEVEL BY PROVIDING THEM WITH CUSTOMER SUPPORT AFTER ACQUIRING NEW CUSTOMERS ALSO RETAINING THE OLD ONE BY PROVIDING THEM ALL SOLUTION TO THEIR QUERIES AT ONE STOP. PLANNING AND EXECUTING PROMOTIONAL ACTIVITIES TO BOOST THE OVERALL POSITION OF THE COMPANY.</p>

## BASIC SKILLS &STRENGTHS

<b>Basic skill &amp; strengths</b>	<ul style="list-style-type: none"><li>Remarkable leadership capability.</li><li>Creativity and Innovation.</li><li>Very Strong internetworking Skills</li></ul>
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	<ul style="list-style-type: none"> <li>• Laborious, motivated and good coordination capability.</li> </ul>
<b>Extracurricular activities</b>	<ul style="list-style-type: none"> <li>✓ Part of coordination team during annual fest, seminar and cultural days.</li> <li>✓ Brought sponsorship for the college during fest.</li> <li>✓ Attended Global Economy and Business Environment in 2016 &amp; 2017.</li> </ul>
<b>CERTIFICATES:</b>	<ul style="list-style-type: none"> <li>✓ ATTENDED TWO DAYS TRAINING ON DOCUMENTATION FOR EXPORT AND IMPORT POLICY AND PROCEDURES. GOT THE CERTIFICATE FOR THE SAME.</li> <li>✓ NISM V A CERTIFICATE</li> </ul>

### PERSONAL DETAIL

<b>Name</b>	NEHA YADAV
<b>Date of Birth</b>	11/07/1995
<b>Mother's Name</b>	Mrs. SUMAN YADAV
<b>Father's Name</b>	Mr. LOKESH YADAV
<b>Languages Known</b>	ENGLISH, HINDI, FRENCH (BASIC).
<b>Marital Status</b>	Single
<b>Permanent Address</b>	Z-95, 3 <sup>rd</sup> floor, Dayalsar Road, Uttam Nagar West.

Place: Delhi

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