



Neha Arya

Email Id: mailstoneha51@gmail.com

Contact Number: +919910171661



Specialization: Marketing & Human Resource

OBJECTIVE

To be involved in work where I can utilize skill and creatively involved with system that effectively contributes to the growth of organization.

ACADEMIC QUALIFICATION

Course	University/ Board	Institution/ School	Year of passing
PGDM	AICTE	Institute of Management Studies, Ghaziabad	2015-17
B.C.A	Chaudhary Charan Singh University	Harichandra Ramkali Institute of Technology, Ghaziabad	2012-15
12 th	NIOS	National Institute of Open Schooling, Noida	2012
10 th	CBSE	Shree Thakur Dwara Balika Vidyalaya, Ghaziabad	2010

Experience

- **Organization :** Ceasefire Industries Pvt. Ltd.
Duration : (Sep 2017-Dec 2017)
Profile : Marketing Professional

Key Responsibilities:

- Handling Direct Sales for the company
- Relationship building with clients & generating new sales for Ceasefire

- **Organization :** Santane Consultants Pvt. Ltd.
Duration : (June 2018-January 2019)
Profile : HR Recruiter

Key Responsibilities:

- Sourcing, Screening and Shortlisting profiles of candidates with the help of available sources and employee referrals and other campaigns.
- Speaking to the candidates, exploring his/her comfort level. Conducting telephonic interviews to evaluate the candidate's skill.
- Scheduling interviews aligning with the clients and the potential candidate.
- Providing interview feedback to candidate's .Ensuring the candidates join on the committed date.
- Preparing daily reports.

➤ **Organization :** Wave Group
Duration :(March 2019- till date)
Profile : Admin & HR

Key Responsibilities:

- Preparing Work Orders, Purchase Orders & Prepare Service Entry Sheets on SAP Portal.
- Preparing Trackers.
- Controlling of the subordinate staff & to facilitate them.

LIVE PROJECT & INDUSTRIAL VISIT

Live Project

Organization : Big-Bazaar

Duration: 6 Days (Aug 2015)

Key learning's:

- To understand the working mechanism of retail chain.
- To study the customer psychology in order to understand their buying pattern.

Industrial Visits:

Organization : Mother Dairy Fruit and Vegetables Pvt. Ltd.

Key Learning :Learnt about the automated production processes.

CERTIFICATE PROGRAMME / WORKSHOPS / CONFERENCES

- Attended two days workshop on Digital Marketing organized by IMS with IIT Delhi..
- Attended 24 Hrs Microsoft Office Specialist International Certification Training held at IMS Ghaziabad.

ACHIEVMENTS

- Awarded 1st prize in a essay writing competition 10th standard
- Awarded 2nd prize in T-shirt painting competition in PGDM

PERSONAL ATTRIBUTES

- Time Management
- Flexibility

PASSION/INTERESTS

- Travelling
- Dancing

PERSONAL DETAILS

Father's Name: Sarvesh Kumar Gupta

Date of Birth :13th December, 1994

Gender : Female

Language : English & Hindi

Address : B-318, Patel Nagar 2nd, Ghaziabad, 201001

Computer Efficacies : Having good knowledge of Microsoft Office

DECLARATION

I hereby declare that the information provided above is true and the best of my knowledge.

Date:

Place: Ghaziabad

Signature (Neha Arya)

