**CURRICULUM VITAE**

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| **NEHA MEHTA**  **CONTACT:- +917503972118**  **Email: mehta.neha1810@gmail.com** |

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| OBJECTIVE | * To makes a career by taking challenging assignments while working in a dynamic and growing organization and to become a successful part of an organization through my   hard work dedication and commitment. |
| EXPERIENCE | Worked with Competent Forex Services Pvt. Ltd. as Back Office Executive (Travel card loading, Remittance & all kind of Operational work) from sixth September 2014Working in Unik Travels as computer operator and accountant ( Billing, Deposit FLM, Western Union & all kind of Operational work) form Twenty Six April 2016 |
| TECHNICAL QUALIFICATION | * Basic Computer Knowledge (Ms word, Excel) * Tally Erp (9.0) |
| ACADEMIC QUALIFICATION | 1) GRADUATE IN B.COM FROM D.U. in 2015  2) 12th from CBSE Board in 2011  3) 10th from CBSE Board in 2009 |
| JOB DESCRIPTIONS | Backend and Computer Operator |
| PERSONAL PROFILE | **Father’s Name :** Mr. Surender Singh **DOB :** 18th Oct. 1993  **Nationality :** Indian  **Linguistic Proficiency :** Hindi & English  **Personal Qualities :** Co-operative, Persistent with good  Communication skill, Friendly, Hard working  And good team worker.  **Permanent Add.** **:** H.No.- 34, Street No-3, VASHITHA  ENCLAVE, BURARI , NEW DELHI  (110084)  **Email ID** : mehta.neha1810@gmail.com |
| DECLARATION | I hereby declare that all the details given above are true to the best of my knowledge and belief. |
| PRESENT SALARY  **TOTAL EXPERIENCE** | **16. K**  **2 YEARS** |

**(NEHA MEHTA)**

**Place: New Delhi**