

NISHA GARG

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146, New Grain Market, Bhiwani -127021 (Haryana)

Career Objective

To seek challenging assignment and responsibility that will utilize my educational qualification and offer me opportunity for growth and career advancement with maximum value addition to employer organization.

Work Experience

TRPC Service Team Private Limited, Gurugram as Executive - Operations (February 2021 – till now)

Key Responsibilities:

Loans-

- Evaluation of loan applications by determining financial eligibility and credit worthiness of Sponsors, Participants in various investment plans of the company as per pre-defined criteria.
- Documentation of justification for approvals/rejections decisions.
- Maintenance and updation of loan files pertaining to various borrowers and accounting records
- Processing of loan applications and ensuring complete documentation.

Payrolls-Daily and 3(16)-

- Processing US payrolls related to various retired individuals.
- Prepare all the necessary reports related to payrolls.
- Calculating the Match (ER, SH and others) as per given formulas under plan documents.

Distributions-

- Prepare different types of distribution paperwork for the participants for the withdrawals as per the participant request for both the balance forward plans and platform plans.
- Prepare plan termination documents.
- Prepare Required Minimum Distribution (RMD) paperwork for the participants eligible for the same.

Academic / Professional Pursuits

Qualification	Institute	SGPA/Percentage	Year of Passing
MBA (Finance and Marketing)	The Technological Institute of Textile and Sciences, Bhiwani (MDU)	9.17 SGPA	2018-20
B.COM	Adarsh Mahila Mahavidyalaya College, Bhiwani (MDU)	79.6%	2015-18
Class XII	Vaish Model Sr. Sec. School, Bhiwani (CBSE)	77%	2014-15
Class X	Vaish Model Sr. Sec. School, Bhiwani (CBSE)	8 CGPA	2012-13

Awards and Achievements

- Secured 1st Rank in college and upto 5th Rank in university in all 4 semesters of MBA
- Secured 1st Rank in college and up to 5th Rank in University in B. Com
- Contributed as a team member in National Conference on National Education Policy, 2019: Architecting Indian Education System for Global Competitiveness (November 23, 2019)
- Present business idea (Malvahak) in National Level Business Plan: Venture 2019 (February 16, 2019)
- Contributed as a team member in National Seminar on Technical Education in India: SWOT analysis (November 30, 2018)
- Participated and contributed to three-day camp on Entrepreneurship Awareness Camp (October 4-6, 2018)
- Contributed as a Student Coordinator of Authbridge in Job fair (February 28, 2019)
- Attended Panel Discussion on Education Analysis and Alumni Meet at IMSAR (November 4, 2018)
- Participated in Debate, Speech and skit up to National level

Internship

- Working experience as Trainee (Business Development) in Square yards (March 2020 - May 2020)
- Completed Summer Internship Project report on Marketing Mix at GBTL, Bhiwani

Technical Skills

- Efficient in MS-Office
- Working hand with SPSS
- Working hand with JAMOV
- Working knowledge of I task, Relius

Strengths

- Sharp Observer and Quick Learner
- Critical Thinker and Creative Planner
- Effective communication and presentation skills
- Team Player

Profile Details

Nationality	Indian
Date of birth	May 22, 1997
Father's name	Mr. Vijay Kumar Garg (Businessman)
Mother's Name	Mrs. Manju Lata (Homemaker)
Languages known	English and Hindi

Declaration: I hereby declare that all the above details stand true at the best of my knowledge. I formally undertake the change to informing the authorities if therein a change.

Date:

Signature:

(Nisha Garg)