**CURRICULUM VITAE**

**NEHA PATEL**

A/2 Mandakini Parisar,

C-Sector, Indrapuri, BHEL

Bhopal-462022

Phone - 9016657719

E-Mail – neha113921@gmail.com

**OBJECTIVE:**

To secure a challenging position, to achieve professional excellence, accept challenges and utilize professional skills and abilities on professional path and to develop leadership qualities.

# ACADEMIC QUALIFICATION:

**HIGH SCHOOL EDUCATION:**

MP Board of Secondary Education, 2003

74.6%

**HIGH SECONDARY EDUCATION:**

MP Board of Secondary Education, 2005

79.1%

**GRADUATION:**

B.COM

Barkatullaha University, 2008

56.6%

**POST GRADUATION:**

MBA (Pursuing)

Barkatullaha University, 2021-23

**COMPUTER SKILL:**

MS-Office, MS-Word, MS-Excel

**WORK EXPERIENCE:**

* Since March 2021 working in “School OF Research & Technology”, PEOPLE’S UNIVERSITY as a Office Assistant under Administration Department.
* Total Experience for working in SORT, People’s University – 1 Year 4 Months.

**JOB ROLE:**

* Maintaining Inward/Outward Register of the Incoming and Outgoing of letters, circulars and Notices.
* Maintaining all types of files & documents.
* Back Office work in Admin.
* Works on Payroll, prepare Salary by working on Salary Software.

**PERSONALITY:**

* Self Confident & Hard Working
* Willingness to learn
* Positive Attitude
* Keen learner with positive thinking and attentive manner
* Regularly & Punctuality
* Good Leadership Qualities
* Never keeps work pending

**PERSONAL DETAILS:**

Father’s Name : Late. Shri Pradeep Kumar Saxena (Worked in E.S.I Hospital)

Mother’s Name : Smt. Sushma Saxena (Retired UDT from BHEL Bhopal)

Marrital Status : Married

Date of Birth : 13th July 1987

Nationality : Indian

Religion : Hindu

Language known : English/Hindi/Gujarati

Hobbies : Listening Music, Driving, Art & Craft.

DECLARATION:

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Place: Bhopal

Date: