

CURRICULUM VITAE

NEHA SHRIVASTAVA

Address –
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OBJECTIVE

“ I intent to build a career with a leading corporate environment having long term prospects with considerable advancement opportunities, helping me to explore myself fully and realize my potential.”

CORE STRENGTH

- 1 Hard Work
- 2 Innovative and dedicated
- 3 Ability to work as a team member
- 4 Contributing towards the goals of the group.

ORGANIZATIONAL EXPERIENCE

- Started work as a translator (English to hindi) , transcriber and writer (script writing, content writing, article writing, etc) from march 2017 to till date. (working from home)
Here are some link of my youtube work-
 1. <https://www.youtube.com/watch?v=sRoZEeB-AOw&t=3s>
 2. <https://www.youtube.com/watch?v=NcZoiZzWdqs&t=6s>
 3. <https://www.youtube.com/watch?v=J28jLHpVnRY&t=5s>
 4. <https://www.youtube.com/watch?v=SpmMZ1c08ac&t=2s>etc. (just for work sample)
- 21 June 2012 to 20 september 2014
Working with **DB (Dainik Bhaskar) Infrastructures Pvt. Ltd.**, Bhopal
Key Performance Area - CRM Executive (Sales & Marketing) & Back office support
- 1 July 2011- 18 June 2012
Worked with **SEAC Ltd** (An Infrastructures Co.) Bhopal
Key Performance Area – Marketing Executive & Back office support
- 10 Nov. 2010 – 30 June 2011
Worked with **The Associated Purifier Company** – Bhopal.
Key Performance Area - Assistant accountant & Back office support

PROFESSIONAL QUALIFICATION

Master of Business Administration (MBA , Finance) from RKDF Institute Of Management

Bhopal.

Aggregate : 63%

TRAINING

“Financial Analysis of HCL “

Minor Training during MBA 2nd Semester in HCL for 45 days.

“Source and fund utilization of SASAN POWER LTD”

Research Project Report during MBA 4th Semester.

EDUCATIONAL QUALIFICATION

Examination/ Degree College/ Board/ University/ Year

Graduation - B.Sc. with Micro Biology, Rani Durgavati University, Jabalpur 05-08

10 + 2 - Biology, C.G. Board 2005

10th - C.G. Board 2002

COMPUTER EXPOSURE

MS-Excel, MS-Power Point, MS-Word, DOS

ACHIEVEMENTS

- 1 Class Representative during Graduation 1st Year
- 2 Appreciated by College during Post Graduation in 1st Sem.

INTEREST

Playing Chess & Badminton.

PERSONAL PARTICULARS

Husband's Name	-	Mr. Praveen Kumar Srivastava
Date of Birth	-	07.12.1988
Gender	-	Female
Marital Status	-	Married
Language Known	-	Hindi, English
Nationality	-	Indian

KEY SKILL

- 1 Good in writing, Computer Knowledge

DECLARATION

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

Date -

Place -

(Neha Shrivastava)