**NEHA**



On **Visit Visa** expiring in **Sept., 2019** Currently residing in **Dubai, UAE**

Neha-393084@2freemail.com

**SEX** Female **| DATE OF BIRTH** 08/06/1998 **| NATIONALITY** Indian

**CAREER OBJECTIVE**

To work with an organization which offers a challenging opportunity to enhance my knowledge, skills and experience that would allow me to contribute towards achieving the organizational goals to the best of my potential. Dedicated and motivated to join a reputable, growth-oriented company.

**WORK EXPERIENCE**

***Dec.'18-Feb.'19* Faridabad (India)**

**Human Resource Intern**

Maintaining employees' database & MIS, drafting birthday e-mailers, on-boarding documentation, etc.

***Aug.'18-Nov.'18***

**New** **Delhi** **(India)**

**Human Resource Intern**

Job portals, interviewing, HRIS, file movement, documentation, background verifications & reference checks, joining & exit formalities, handling social media, content writing & MIS for insurance, etc.

***June'18-Aug.'18***

**Human Resource Intern**

Maintaining employees' database & MIS,

drafting a CSR report, etc.

**YOUTH EMPOWERMENT** ***June'18-July'18***

**FOUNDATION, New Delhi (India)**

**Content Writing Intern**

Writing on social & societal issues.

**PRIMOTECH ENERGY** ***Dec.'17-Jan.'18***

**SOLUTIONS PVT. LTD.,**

**Noida (India)**

**Human Resource Intern**

|  |  |
| --- | --- |
| Jobportals,interviewing, | recruitment, |
| documentation, maintaining MIS, etc. |
| **DELHI METRO RAIL** | ***June'17-July'17*** |
| **CORPORATION LTD.,** |  |
| **New Delhi (India)** |  |
| **Human Resource Intern** |  |

Cashless medical policy processes, taking up employees' queries, maintaining MIS, etc.

**EDUCATION & TRAINING**



|  |  |
| --- | --- |
| **BACHELOR OF BUSINESS** | ***2016-2019*** |

**ADMINISTRATION (GENERAL)**

**Maharaja Surajmal Institute, GGSIPU, New**

**Delhi (India)**

CGPA: 8.29/10

|  |  |
| --- | --- |
| **HR GENERALIST CERTIFICATE** | ***2019*** |
| **Aptron Solutions Pvt. Ltd., Noida (India)** |
| **INTERMEDIATE** | ***2015-2016*** |
| **St. Andrews Scots Sr. Sec. School, New** |
| **Delhi (India)** |  |  |
| PERCENTAGE: 71.2% |  |  |
|  |  |  |  |  |  |
| **MATRICULATION** | ***2013-2014*** |
| **St. Andrews Scots Sr. Sec. School, New** |
| **Delhi (India)** |  |  |
| CGPA: 9.2/10 |  |  |
|  |  |  |  |  |
| **PERSONAL SKILLS** | **\_** |
|  |  |  |  |  |  |



**Communication Skills** **Human Resource**



**Organizational/Managerial** **MS Office Skills**



**HRIS** **Internet & E-mails**

**EXTRA-CURRICULAR PROFILE**

* United Nations Volunteers.
* Discipline coordinator in GENESIS 2018.
* Team member of Entrepreneurship Cell, Maharaja Surajmal Institute in 2017-18.