

CURRICULUM VITAE

NEHA VERMA

Contact Information:

Local Address

NEHA VERMA

CHASNALLA CONTINENTAL
COLONY, NEAR PATHARDIH
POLICE STATION, CHASNALLA
DHANBAD - 828135

DHANBAD, JHARKHAND

Contact no – +91- 6203512057
9031401401

E-Mail Id:

Vneha9911@gmail.com

Personal Data:

D/o: Mr. Gobardhan Sonar

D-O-B: 11th -November -1992

Gender: Female

Nationality: Indian

Marital Status: SEPERATED

Linguistic proficiency:

Hindi, English & Bengali.

Career Objective

“To put my abilities and learning skills further to the best use and make my effective contribution to an organization which provides means opportunity to learn and ample growth prospects, mutually”

Personal Strengths

- ❖ Ability to work independently and with in the team.
- ❖ Building well and lasting relationship with people.
- ❖ Hard working and dedicated towards the responsibility assigned.
- ❖ Learning new tasks quickly like challenges and adopts well to situations.
- ❖ Presenting ideas and proposal, assertive and persuasive which facilitates the utilization of my expertise and skills.

ACADEMIC REPORT

- ❖ Class X - 2009 - 45% (CBSE Board)
- ❖ Class XII - 2011 - 54% (C.B.S.E. Board)
- ❖ B.C.A 2015 - 71.50% (V.B.U. Hazaribagh)

Area of Expertise

- ❖ Computer Work.
- ❖ MS- Excel & MS- Word.
- ❖ Computer Operator
- ❖ Hindi Typing
- ❖ SWIL SOFTWARE.
- ❖ Basic Knowledge of Tally.

Computer Proficiency

- ❖ Basic Hardware.
- ❖ Ms-Office
- ❖ Internet Surfing
- ❖ Mailing
- ❖ Typing (English & Hindi).

Interests:

Making new contacts, learning new things. Social Networking.

Permanent Address

D/o: Mr. Gobardhan Sonar
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Professional Experience

- ❖ **Contract end on 31.10.2021 in UIDAI (Aadhar Seva Kendra) from October – 2020 as a Supervisor Operator cum Verifier.**
- ❖ **Worked in Dr J.D. Kumar's Son & Co. in 8 Months as a Software Operator as Purchaser.**
- ❖ **Worked in Dhanbad Municipal Corporation in 1 Year as a Computer Operator.**
- ❖ **Worked in Globes Solution at Reliance Communication as an Out bond Caller for 1 Year.**

I confirm that the information provided by me is true to the best of my knowledge.

Place : Dhanbad

Date : 01.11.2021

Sign : NEHA VERMA