**Resume**

**Neha Srivastava**

Near – Bhola Niwas

Yaduvanshi Nagar

Digha Patna

Pincode -800011

Mobile : 7463802004

E mail.- nehasri335@gmail.com

**Carrier Objective**

To take all the assignments as a challenge to uplift and maintain the self-esteem, to provide growth to my professional career and to work for an organization where I could optimally utilize my talent and knowledge.

**Work Experience**

* **Working in Maurya Motors Ltd Sub dealer of Tata Motors Ltd**

 **2016 to 2018 as system operator Cum Office Assistanat.**

* Presently working with "**Shankar Equipments Ltd**.", Patna (Authorized dealer of "**Tata Hitachi Construction Machinery Company Limited.)"** from 2018

 2019 to till date.

 **Job Responsibility**: -

 **1) ASC Monitoring**

 **2) CRM**

 **3) DMS**

**Academic Qualification**

* **B.A.** passed with 1st Division from I.G.N.O.U
* **Intermediate** passed with 1st Division from B.I.E.C
* **Matriculation** passed with 1st Division from B.S.E.B. Patna.

**Professional Qualification**

* Computer knowledge.
* Internet

**Personal Details**

 Name : Neha Srivastava

 Date of Birth : 05/01/1985

 Father’s name : Kamal Kumar Srivastava

 Sex : Female

 Religion : Hindu

 Nationality : Indian

 Marital Status : Married

 Language : Hindi

 Hobby : Playing & Reading News paper

**Declaration**

I hereby declare that all statement in this application is true and complete to best of my knowledge.

Place & Date ***Signature***