

Neha Makharia

Sambalpur, Orissa

makharia.neha@gmail.com - 8984404342

I am a self-motivated and result-oriented person. I am looking forward to manifesting my sense of experience and skills in the field of management.

TOTAL EXPERIENCES:

- 7 Month in Vedic college of +2 Arts Science and Commerce
- 2 years in a Retail store (Anand World)

WORK EXPERIENCE

Vedic College of +2 Arts, Science & Commerce

Administrative staff

Sambalpur, Orissa

November 2017 to May 2018

- Managed the purchase of items related to medical, sports, books, mess, library, and laboratory
- Responsible for Auditing of all expense related bills
- Taken few initiatives like the Mini mess system which helped the organization in reducing their food wastage by 14%
- Worked with E-Vidyalaya software for managing stock and student details

Anand World

Department Manager

Sambalpur, Odisha

October 2015 to October 2017

- Managed the complete sales department from staff grooming, demand analysis to achieving the target in due course of time.
- Responsible for mainly wearable products like footwear, bags, luggage, watch and Camera, etc
- Driving the online promotion of the store via social media and offline marketing in the Sambalpur district has helped us achieve our targets seamlessly.
- Used Rance Lab (Fusion ERP) software for demand analysis, customer data, and monitoring the profit/loss

EDUCATION:

1. IGNOU
Masters in Commerce

Sambalpur, India
2017 to 2020

2. GM college
B.Com Honors with distinction

Sambalpur, India
2009-2012