**Neetu Trivedi**

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**Current Address-**

**Trishla City**

**Airforce Road**

**Zirakpur,Chandigarh 140603**

**E-mail :- arora.neetu7981@gmail.com**

**Mob : +91 - 9902528290 , 9602710066**

**Career objective**

Seeking a challenging professional position where I can leverage my skills and enhance as an efficient employee to create substantial business and organisation’s  profit and growth.

**Academic Qualification**

* B.com. from M.D.S. University, Ajmer with 68% Marks
* Senior Secondary from Rajasthan Board in in commerce with 83% marks
* 72% (1st division) in Higher Secondary from Rajasthan Board.

**Professional Qualification**

* M.B.A. from M.D.S. university, Ajmer in with specialization in Marketing and Finance.

**Academic Credential**

* Scored 10th rank in Merit list of MDS University, Ajmer in M.B.A.(71.5%)
* Certified as Business communication and soft skills trainer.

**Computer proficiency**

* MS-OFFICE

**Work experience**

* **Worked with Unilever Enterprise Solutions, Bangalore as Executive Admin Assistant , supporting 4 number of Global Leaders From March, 2019 to June 2021.**

**Job Profile:**

* **Calendar Management -Scheduling meeting, attending teams meetings, if required.**
* **Travel Management – Taking care for domestic and international flight, hotel and cab booking,by co-ordinating with travel desk , cab desk, and other team as required.**
* **Expense Management – Submitting expense reports as per company’s prescribed portal and co-ordinate with concerned team till payment processed and interim approval of the expense reports submitted by team.**
* **Medi-claim management – Submitting medical reports as per company standards and follow up with the medi-claim team till payment done.**
* **Organizing team events/training/workshop**
* **Floor incharge for the Onboarding/Offboarding/Internal movement of resources. Maintaining the portal, so as to check the actual number of resources employed. –**
* **Administration -  Taking care of day to day administration activities, as per the requirements.**
* **Worked with Microsoft India Pvt Limited Bangalore as Operation Admin Assistant to Service Practice Leader from September 2017 to February 2019.**

 **Job Profile:**

* **Calendar Management -Scheduling meeting, attending skype meetings, if required.**
* **Travel Management – Take care for domestic and international flight, hotel and cab booking**
* **Expense Management – Submitting expense reports for reporting manager, and working as interim approval for the expense reports submitted by global team.**
* **Reports – Preparing Monthly Business Review reports for reporting manager for India and Australia.**
* **Reports – Preparing Monthly Utilization reports for one of the Manager for India, Australia, Greater China, Japan, APAC.**
* **Administration -  Taking care of day to day administration activities, as per the requirements.**
* **Worked with JCB Company, Jaipur - Rajasthan( Authorized Dealer for Rajasthan Region as Executive Assistant of Vice President (HL Division) From June 2016 to November 2016**

 **Job profile:**

* **Take care of administration work of Vice President of HL Division.**
* **Prepare daily, weekly, monthly report with co-ordination of all branches**
* **Prepare Monthly MIS Report.**
* **Prepare monthly retail analysis.**
* **Submit all the compiled reports to Vice President.**
* **Compiled all reports and give brief picture of monthly performance to Reporting Head – Vice President.**
* **Worked with ITS Engineering College, Noida as Admission Counselor cum PA to Director from June 2014 to May 2016.**

**Job profile:**

* Handle admission queries and close the queries.
* Complete admission procedure.
* Generate the prospects for admission.
* Emailing to prospective students.
* Co-ordination with different departments.
* Meeting with visitors.
* Screening all incoming calls, faxes, courier etc. before sending in.
* Calendar scheduling and fixing up of appointments.
* Co-ordinating and arranging for Guest Lectures (which includes all kinds of logistics).
* Co-ordinating and arranging interviews in the college for faculties.
* Arranging for meetings and conferences, and providing the requisite peripherals for the meetings.
* Attending meetings and taking down minutes of the meeting.
* Sending and receiving E-mails as per directions.
* Handling and responding to all types of correspondence with consultation and e-filing of the same.
* E-documentation of records / maintaining database of existing students.
* Maintaining leave record of faculties and staff.
* **Worked with RE/MAX (world’s no. real estate franchising company), Jaipur, as an corporate trainer from March 2010 to March 2013**

**Job profile:**

* To give the presentations to prospects, explaining all company structure and benefits.
* To provide training to all the branches and staff of Rajasthan Region.
* To provide training to Rajasthan regional staff.
* To get registration of all the branches and staff to company system.
* To coordinate with Delhi head office regarding any updations and update the staff accordingly.

**Projects undertaken**

* Studied **MARKET SHARE OF MELANGE YARN** for **VARDHMANSPINNING AND GENERAL MILLS, LUDHIANA.**
* Studied all four functional areas of MARKETING, FINANCE, HRM and OPERATIONS with special emphasis on operation for **BANK OFBARODA Conducted** Promotional Campaign for our institute project name **FLAMBEAU- AN EFFORT.**
* Prepared Dissertation Report on **CONSUMER BEHAVIOUR TOWARDSSOFT DRINKS.**

**Extra Curricular activities**

* Participated in National Event conducted by **MODI COLLEGE OF MANAGEMENT STUDIES, LAXMANGARH.**
* Successfully organized **CALIBER, COOL AGE CARNIVAL, REX MANAGEMENT DAY**with in our organization

**Personal Details**

**Name: Neetu Trivedi.**

**Marital Status -Married**

**Husband’s Name – Mr. Siddarth Trivedi**

**Occupation – Business development manager at Garment Industry**