

Curriculum Vitae

NEHA BHADAURIA

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Address- Gurgaon, (Haryana)



Objective:-

To work in a globally competitive environment on challenges that shall yield twin benefits of job satisfaction and steady-pace professional growth.

Experiences:-

-Mechanify (Operation Manager)(July'23-Oct'23)

- Starting from scratch, I have built B2B and B2C businesses
- Managed operations for both departments
- Handled garage operations.

-Vehicle Care as(Assistant Operation Manager)(Sept'22-Mar'23)

- I am handling the entire B2C department
- I am handling the entire B2B department
- I am handling the entire client base and operation for the same.
- We deal in services of the vehicle

-Claimfriendly.Com as (Assistant Operation Manager) (April'22-June'22)

- I managed a team of 20 members who were responsible for outbound operations. I have to ensure we achieve the target in the given time.
- I have to monitor the performance of each and give valuable feedback

-Cardekho.Com as (Senior Operation Executive) (March'20-March'22)

- I worked in Consumer Auction where we sold vehicles to customers and dealer
- Register new dealers to our portal while taking the security amount.
- In the Middle, I worked as the back end updating comments of Pan India vehicles

-Cardekho.com as (Operation Executive) (feb'19-March'20)

- I worked in the Bank Auction department, Where we dealt with Bank seized vehicles and conducted live auctions.

- In this department, we have enrolled new buyers or dealers and made them come online to bid for particular vehicles.
- There was a target avenue and new buyers enrolled.

**Policy Bazaar as (Sale Associate)
(July'18-Jan'19)**

- ❖ I worked there in the Motor Insurance department. Every month there was a target. I achieved it successfully.

Technical Skills

- MS Excel, Windows, Ubuntu

Academic Qualifications:-

**B.Tech- (ELECTRONICS AND TELECOMMUNICATION)
(2014- 2018)**

Project Certification:-

1. **Project Name:** Wireless Notice Board using GSM **Year:** 2017:-

Description: We can operate it from any distance and can update any information while sending a simple message it will display on LCD. We can use it in schools and colleges to convey any notice.

2. **Project Name:** Patient Monitoring System Using GSM. **Year:** 2018:-

Description: This device is made to monitor patients and his/her reports sent to doctors through SMS using the GSM module. So that doctors can be updated every hour.

Training:-

Successfully completed minor training at **“Airport Authority of India, Gwalior”** From **1 June 2016 to 15 June 2016**

Successfully completed Industrial training at **“Hewlett Packard Enterprise, New Delhi”** From **5 June 2017 to 17 July 2017**

Personal details:-

Date of Birth:- 10 June 1995

Languages Spoken :- English, Hindi

Nationality:- Indian

Declaration:-

I hereby declare that all information said above is true to the best of my knowledge and belief.

Date:

Place: Gwalior

(Neha Bhaduria)