



# Neha Pandey

📍 Paschim Vihar, New Delhi

☎ +91 9717650794

@ [nehapandeyn95@gmail.com](mailto:nehapandeyn95@gmail.com)

## Skills

Basic of A.I platforms,  
Communication, Problem-  
solving, Adaptability, Time  
Management, Leadership Skills,  
Organisational Skills, MS  
Powerpoint, MS Word, MS Excel

## Strengths

Hardworking, Deterministic,  
Quick Learner, Optimistic,  
Flexible Approach, Meticulous,  
Adaptive

## Certifications

### Effective Leadership

HP Life | HP Foundation  
July 2024

### Data Science & Analytics

HP Life | HP Foundation  
July 2024

### Presenting Data

HP Life | HP Foundation  
July 2024

### Your Target Audience

HP Life | HP Foundation  
July 2024

### Introduction to Digital Business

School  
HP Life | HP Foundation  
July 2024

## Languages

English

Hindi

Seeking challenging position in a growing organization where I can learn and work on challenging technologies in an innovative environment and put my best endeavours to achieve the goals and objectives of the organization and contribute towards enhancing organization's name in the industry.

## Experience

### EKTA BAKSHI INC

Manager

June 2021 to October 2023

Karkardooma, Delhi - 110092

Operating as a Hair Salon service-oriented business within the beauty industry.

### EKTA BAKSHI INC

Assistant Manager

October 2020 to June 2021

Karkardooma, Delhi- 110092

## Education

### Chhatrapati Shahu Ji Maharaj University

May 2010 to May 2023

Bachelor of Science

### Chhatrapati Shahu Ji Maharaj University

July 2016 to September 2018

Master of Arts

### Chhatrapati Shahu Ji Maharaj University

October 2018 to October 2020

Bachelor of Education