

## **Neha Kanojiya**

Azad Nagar Lane-1 House No-10

Moradabad

Contact No:-9027791084, 8057131323

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### **CAREER OBJECTIVE**

To achieve high career growth through a continuous learning process, keep myself dynamic, visionary and to contribute for the growth of organization and seeking the challenges in the organization, which would give me opportunity to grow professionally.

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### **TEACHING EXPERIENCE**

Currently working with **Hindu college**, Moradabad as **Assistant Professor** in B.B.A Department  
(04sep.2015-till date)

### **SUBJECTS UNDERTAKEN**

- **Fundamentals of Business Management**
- **Book-Keeping & Basic Accounting**
- **Business Communication**
- **Principles of Accounting**
- **Company Law**
- **Advertising Management**
- **Sales Management**
- **Consumer Behavior**
- **Industrial Law**
- **Management Information System**

### **PROFESSIONAL QUALIFICATION**

- MBA from I.F.T.M (Gautam Buddha Technical University, Lucknow, U.P) specialization in (Human Resource & Marketing) with 65%
- B.B.A from I.F.T.M( M.J.P. Rohilkhand University Bareilly, U.P.) with 71%
- UGC NET Qualified in (Management),2011
- NTA NET Qualified in ( Commerce ), 2019

### **ACADEMIC QUALIFICATION**

- High School from Green meadows school, Moradabad in 2002 with 52% from (CBSE-Board)
- Intermediate form S.S.Children Academy, Moradabad in 2004 with 53% from (CBSE-Board)
- M.com from **Bareilly College**, Bareilly with 62%

### **SEMINAR /CONFERENCE /WORKSHOP ATTENDED**

- Attended National Seminar on "Quality improvement in higher education" at Hindu College ,Moradabad 2018
- Attended Workshop on "NSE(National Stock Exchange) "at Hindu College ,Moradabad 2015

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## **SUMMER INTERNSHIP**

**KOTAK MAHINDRA BANK**

**HR TRAINEE**

**1 AND A HALF MONTH**

### **Project handled**

- Finding out the training needs of the employees
- Conducted survey on training and development amongst the employees.

### **Conclusion:-**

- Increases efficiency of employee
- Helps in skills development of employees
- Improves employee stability

## **CORPORATE WORK EXPERIENCE**

### **A**MBER ENTERPRISE INDIA PVT LTD

AEIPL (Amber Enterprise India Pvt. Ltd) was incorporated in the year 1990. The company is amongst the largest Sheet Metal component manufacturers for white goods in the country. The turnover of the company for FY2009-10 was \$ 118 million and a PAT of \$ 4 million. Manufacturer of versatile range of products like: Air-conditioners, Microwave Ovens, Washing Machines, Refrigerators, Sheet Metal Components, Plastic Molding Parts, Heat Exchangers and Multi flow, Luminaries.

**ADMIN/HR CO-ORDINATOR**

**MARCH 2011 TO DEC 2011**

### **JOB PROFILE**

- Taking care of the day to day admin activities of the Organization.
- Taking Care of Attendance & Leave Application.
- Managing and assisting basic arrangement for client visit & Board Meeting.
- Preparing national and international purchase order and getting approval
- Filing E.S.I Forms (form-2,3 &5) , calculating salary break –up
- All filing work drafting letters like (appointment letter, bank account opening letter, training certificates) etc.
- Mailing MIS report to head office
- Handling Attendance Software
- Understanding internal job Requirement and corresponding skill required.
- Screening of candidates before Technical round like checking communication skills, Salary, Notice period, Reason looking for change etc.
- Sending the suitable profiles to the next hierarchy for next process.

- Scheduling the selected candidates for Technical Discussion with the HR Manager as per clients Interest either Telephonic or In-person.
- Scheduling short listed candidates for Final Rounds of Interview.
- Following up with the candidate till he/she accepts Offer Letter and joins the company.

### **EXTRACURRICULAR ACHIEVEMENTS**

- Hosted the annual function ceremony in my college.
- Participated in AD MAD show

### **COMPUTER SKILLS**

- MS-Word , MS-Excel

### **PERSONAL PROFILE**

Name: - Neha Kanojiya

Date of Birth: - 13<sup>th</sup> Feb 1985

Father's Name: - Mr. Shridhar Lal

Nationality: - Indian

Marital Status: - Unmarried

Permanent Address: - Neha Kanojiya  
D/O Mr.Shri Dhar Lal  
Azad Nagar Lane -1 House  
No-10, Moradabad