

NEHA RAI

HUMAN RESOURCES

Email : rneha6144@gmail.com

Mobile No. : 7982225406

Address: Sector 11, Noida, Uttar Pradesh

Objective

Currently looking to optimize skills by transitioning into an HR role for the company. Excited to make a difference for coworkers by influencing the policy and decision making.

Personal Info

Father Name's - Mr. Ashok Rai

Birthdate : 18 April, 1998

Language : English, Hindi

Phone: +91 6393164644

Permanent Add

70C/8, Chota Baghara , Prayagraj, U.P. - 211002

Professional Skills

- Microsoft Excel & Powerpoint Microsoft PowerPoint
- Human Resource Management Payroll Organizational Strategy
- Recruiting
- HRIS System
- HR Analytics
- Legal Compliance & Conflict Resolution HR Software
- Performance Management Succession Planning

Professional Experience

- National Institute for Career Education (HR Assistance – 6Months)
- People Care international Organisation-Currently Working



Personal Traits

- Ease of communication
- Friendliness
- Approachability
- Cooperativeness
- Creativity

Education

- APJ Abdul Kalam University, Lucknow
Master of Business Administration
79.8% (FY 2020-22)
- Professor Rajju Bhiya University, Prayagraj
Bachelor's of Science in Maths
65.05% (FY 2016-2019)
- Annie Basent Girls Inter College, Prayagraj
Senior Secondary
56% (FY 2014-15)
- Annie Basent Girls Inter College, Prayagraj
Higher Secondary
74.33% (FY 2012-13)