

CURRICULUM VITAE

NEHA BHASKAR DUTT
SARASWATI BHAWAN,
SADHNA GHATTI,
CHOTTA SHIMLA,
SHIMLA 171002
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Career Objective:

I would like to seek a career where I can grow and successfully implement the essence of my knowledge and enhance my technical and analytical skills so that one day I can own my own enterprise.

Education:

Specializations to be opted:

- (1) Human Resource Management
- (2) Finance

- Pursuing **Masters of Business Administration (Marketing and Human Resource Management)** from Institute of Management Studies, Himachal Pradesh University with aggregate 69% till date.
- BA from Punjab University Chandigarh in 2006 with **68%** marks 2006
- SSC from DAYANAND PUBLIC SCHOOL ,Shimla in 2003 with **79 %** marks in 2003
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- HSC from, DAYANAND PUBLIC SCHOOL, Shimla in 2001with **75.4%** marks in 2001

Computer Proficiency:

- Proficient in MS Word, Excel, PowerPoint & Internet Applications.

Strengths:

- Ability to organize and coordinate projects.
- Perseverant and innovative.
- Good time management and punctual.
- A motivated team contributor.
- Hardworking, Conscientious.
- Keen to enhance knowledge
- Communications and interpersonal skills.
- Outgoing, Adaptable and versatile individual.

Personal Details:

- Father's Name : Sh. Bhaskar Dutt
- Date of Birth March 17th 1984
- Gender; Female
- Marital Status : Single
- Languages : English and Hindi
- Nationality : Indian
- Hobbies: Driving, cooking and listening to music
Interacting with people and making friends

References:

- Dr. Deepak Sood, Professor, IMS, HPU, Shimla, PH 0177 2831653
- Dr. S.L. Kaushal, Placement Officer, IMS, HPU, Shimla, PH. 09418021278

Declaration:

I hereby declare that information furnished by me is true to the best of my knowledge and belief and that nothing has been concealed.

Date: 24th may, 2008

Place: Shimla

(neha bhaskar dutt)