



NEHA AMREEN

ADMINISTRATOR OFFICER /
HUMAN RESOURCE MANAGER

Executive Summary

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas

Personal Details

- D.O.B: 16/08/1992
- Nationality: India
- Gender: Female
- Religion: Islam

Contact Details

- **Mobile Phone:**
971 50 853 8179
- **Email Address:**
Shaikhneha796@gmail.com
- **Home Address:**
Hunsinkere Extension,
Main Road 1 st
cross,Ward no 27, Opp GM
School , Hassan-573201
Karnataka, India
- **Current Address:-**
Rawdat Al-karama
Building
B-Block
Al-karamaDubai.
- **linkedin ID:**
<http://linkedin.com/in/neha-shaikh-bb25081a3>

Work Experience

CO-ADMINISTRATOR

A P J Academy | Feb 2021-Jan 2022

- Creating collaborative environments between teachers and faculty
- Providing effective instructional leadership.
- Communicates with the student body, faculty, parents and school board.

COORDINATOR AND HUMAN RESOURCE PERSON

Brigade P U College| Dec 2018-Dec 2020

- Managing day-to-day operations of Human Resources department
- Ensures a high level of employee engagement
- Working as an Examination Chief as well as a Marketing Head during admission process.

OPERATION MANAGER AND HUMAN RESOURCE PERSON

**ICICI BANK /Chrome InfoTech |
Dec 2017-Nov 2018**

- Collection department-cash handling, cash control, customer service oriented, Issuing refunds and exchanges,
- Update cash handling role for all payment receipt, maintain timely accurate and effective communication with all local cash handling control managers in the department
- Responsible for reviewing, approving and modifying budgets
- Monitor Internal HR systems and database
- Setting objectives for the HR team and track progress

ASSISTANT UNIT MANAGER

State Bank of India | Nov 2016-Nov 2017

- Collection department-cash handling, cash control, customer service oriented, Issuing refunds and exchanges,
- Update cash handling role for all payment receipt, maintain timely accurate and effective communication with all local cash handling control managers in the department
- Handled client acquisition and servicing
- Interviewed applicants and also provided coaching to the selected ones
- Ensured customer satisfaction by handling day-to- day affairs

ASSISTANT LECTURER

Sujala P U College| Jan 2015 -Oct 2016

- Worked as a lecturer where i was responsible for teaching the students, preparing relevant notes and also for conducting the seminars
- Also served as a coordinator of the college looking after the office work and admin work

Academic Profile

DR. G SHANKAR WOMEN'S FIRST GRADE COLLEGE

**Bachelor in Business Management
Graduated 2013**

PRE UNIVERSITY COLLEGE, UDUPI

Graduated 2010

PERSONAL SKILLS

- Quick learner
- Team Player
- Hard Worker Flexible
- Self-motivated
- Reliable and Punctual

HOBBIES AND INTERESTS

- Reading
- Cooking
- Listening to music
- Travelling
- Zumba

LANGUAGES KNOWN

- English
- Hindi
- Urdu
- Tulu
- Kannada

REFERENCES

Chrome InfoTech :-

Fairoz
Head Operation manager
+91 97420 68998

A.P.J Academy :-

Neman ulla Shariff
Secretary
+91 97384 75369

Brigade Pu college:-

Manasa
(Board of Director)
+91 63616 92846

Declaration

I hereby declare that the details mentions above in my resume are correct to the best of my knowledge and belief.