



# NEEHA JAHANGEER

## My Contact

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P O , Thrissur , Kerala , India
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## Hard Skill

- Team Building
- Leadership
- Communication
- MS Office , Zoho Books
- Staff Training

## Personal Information

- Marital Status : Married
- DOB : 26/07/1999
- Passport No : Y9567549
- Driving License : KL4120190018669
- Languages known : English , Hindi , Malayalam

## Education Background

### Mcom Finance and Taxation

St Pauls College Kalamssery  
GPA : 3.97  
2020 - 2022

### Bachelor of Business Administration

MES College Marampally  
CGPA : 8.93  
2017-2020

### Higher secondary - Biology Science

SNDP HSS Palissery  
CGPA : 9.2  
2015-2017

### High School

St Joseph's Girls HS Poovathussery  
CGPA : 10  
2015

## Declaration

I hereby declare that all the information provided above is true and best of my knowledge.

## About Me

To obtain a position that will enable me to use my strong organized skills, award winning educational background , ability to work well with people and indulge professional growth which provides challenging and rewarding career while allowing me to utilize my knowledge and skills

## Professional Experience

### Business Development Specialist

Guide to Heights Private Ltd - Kakkanad, India  
04/2023 - Present

#### Key responsibilities:

- Providing networking opportunities and conducting research to find new clients
- Tracking revenue sources and looking for ways to boost profitability and enhance marketing
- Prepare reports on the above information and communicate the insights of these reports to the broader business
- Implement promotional activities such as print advertising campaigns , email campaigns , direct mailing

### Assessment Officer

EduVerifi  
05/2023- Present

#### Key responsibilities:

- Assess applications and supporting documents for eligibility and compliance with relevant policies
- Maintain accurate records in accordance with organization procedure
- Create contents to promote the business and promote it on the social network and track interactions

### Accountant

Royal Air and Manpower - Nedumbassery, India  
11/2020 - Present

#### Key responsibilities:

- Prepare financial report and their monthly submission
- Observed financial performance and identify trends
- Assist in development and implementation of new accounting systems and processes

## Achievements

- 2017 - 2020 Completed project on the impact of Intellectual capital on the financial performance of IT sectors
- 2017 - 2020 Second Rank Holder - BBA - MG university  
Completed project on Balancing between customer satisfaction and earning of profit
- 2015- 2017 National Cadet Corps, B level certificate
- 2012 - 2013 Red cross cadet

## Reference

**Sopna V Muhammed** - Head of BBA Department, MES College Marampally  
sopnabasheer@gmail.com