



# NEHA BHAT

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nehabhat@2804@gmail.com 

## Career Objective

To work in a challenging and creative environment which gives me continuous scope to execute and improve my knowledge, leadership and management skills and hence to contribute for the development of the progressing organization.

## Strengths

- Self Confidence & Hard worker.
- Positive attitude.
- Good Listener & Obedient.
- Ability to work well in a team environment and in individual environment.
- Quick learner.

## Education

QUALIFICATION	INSTITUTION	BOARD/ UNIVERSITY	Scored	YEAR OF PASSING
M.Com	BMCC	Pune University	69.38%	2021-23
B.Com	Maharashtra Mandals College of Commerce, Pune	Pune University	71.50%	2020-21
HSC	Maharashtra Mandals College of Commerce, Pune	Maharashtra Board	69.38%	2017-18
SSC	Maharashtra Mandals Katariya Highschool, Pune	Maharashtra Board	71.26%	2015-16

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## Computer Knowledge

- MS Office
- Internet features
- MS-CIT
- Tally ERP 9 With GST
- Advance Excel

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## Experience

JOINING DATE – 22 AUG 2022

### Process Analyst / Arthur's J Gallagher, Pune

Worked as a PA in Finance & Accounting department under Treasury process. Handled 20+ bank platforms & worked with foreign clients for the company. Gave my 100% to provide the best services to the clients.

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## Achievements

Worked as an Accountant & Audit Assistant for 6 months in an organization and have knowledge of GST, IT returns, auditing & accounting.

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## Activities

I've interests in extra-curricular activities in both fields outdoor & indoor. I also have leadership quality and was a captain for a sports teams back in school days. I was also a volunteer for Eco Friendly group for saving the environment.

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## Personal Information

<u>Name</u>	:	Neha Nagaraj Bhat
<u>Date of Birth</u>	:	28th of April 2000
<u>Father's Name</u>	:	Nagaraj Bhat
<u>Mother's Name</u>	:	Nalina Bhat
<u>Sex</u>	:	Female
<u>Nationality</u>	:	Indian
<u>Marital Status</u>	:	Unmarried
<u>Languages Known</u>	:	English, Hindi, Marathi, Kannada
<u>Hobbies</u>	:	Travelling, Listening to music

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## Declaration

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

