

CONTACT

Neha

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OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

Jan 2025 - Present

- **Data Operator**
 - Currently working in insurance field from past 1 year as a Data operator work.
 - Handling insurance policies data of customers and maintain the entries in record.
 - Preparing and updating commission sheets for agents.
 - Verifying commission calculations and ensuring timely reporting.

EDUCATION

2nd year

- 10th grade from Central Board of Secondary Education
- 12th pass from Central Board of Secondary Education
- **IGNOU**
Pursuing Bsci. (Honours) Anthropology

SKILLS

- Ms Excel
- Data Management and Data Entry
- Data accuracy & verification
- Confidential record management

PERSONAL INFORMATION

- Father's name : Praveen Singh
- Date of birth : 21/12/2001
- Marital of status : Unmarried
- Gender : Female
- languages : English, Hindi
- Nationality : Indian

STRENGTHS

- Hardworking
Self confidence

DECLARATION

- I hereby confirm that the information provided above are true and best of my knowledge .
Date :- 28 Jan 2026
Place :- Delhi