

# Neha Makharia

Sambalpur, Orissa

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I am a self-motivated and result-oriented person. I am looking forward to manifesting my sense of experience and skills in the field of management.

## TOTAL EXPERIENCES:

- 7 Month in Vedic college of +2 Arts Science and Commerce
- 2 years in a Retail store (Anand World)

## WORK EXPERIENCE

### **Vedic College of +2 Arts, Science & Commerce**

*Sambalpur, Orissa*

Administrative staff

*November 2017 to May 2018*

- Managed the purchase of items related to medical, sports, books, mess, library, and laboratory
- Responsible for Auditing of all expense related bills
- Taken few initiatives like the Mini mess system which helped the organization in reducing their food wastage by 14%
- Worked with E-Vidyalaya software for managing stock and student details

### **Anand World**

*Sambalpur, Odisha*

Department Manager

*October 2015 to October 2017*

- Managed the complete sales department from staff grooming, demand analysis to achieving the target in due course of time.
- Responsible for mainly wearable products like footwear, bags, luggage, watch and Camera, etc
- Driving the online promotion of the store via social media and offline marketing in the Sambalpur district has helped us achieve our targets seamlessly.
- Used Rance Lab (Fusion ERP) software for demand analysis, customer data, and monitoring the profit/loss

## EDUCATION:

1. IGNOU *Sambalpur, India*  
Masters in Commerce *2017 to 2020*
2. GM college *Sambalpur, India*  
B.Com Honors with distinction *2009-2012*