

Name: Neha Yadav

DOB: 20-01-2001

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PROFESSIONAL SUMMARY:

Results-oriented Sales and Marketing Manager with 1 years of experience driving revenue growth and brand awareness. Expertise in training, and market research. Seeking a challenging role where I can utilize my skills to contribute to a company's success."

PROFESSIONAL EXPERIENCE:

Business Associate – Hustler Nest

September 2024 – July 2025

- ✚ Designed and implemented structured training programs for both new hires and existing sales staff.
- ✚ Aligned training content with sales objectives, customer service standards, and overall business goals.
- ✚ Collected feedback from team leads to continuously improve training materials and delivery methods.
- ✚ Integrated real-life sales scenarios into training to enhance product positioning and selling techniques.
- ✚ Planned and facilitated monthly sales meetings to review KPIs, address challenges, and celebrate achievements.
- ✚ Supported continuous learning through follow-up sessions, refresher trainings, and knowledge checks.
- ✚ Monitored application of training on the job and provided individualized coaching or retraining as needed.

US IT Recruiter – Covetus Technologies Pvt. Ltd

May 2024 – September 2025

- ✚ Sourced candidates using job boards, LinkedIn, referrals, and networking within the US tech industry.
- ✚ Negotiated job offers and salary packages, and facilitated smooth onboarding processes for US hires.
- ✚ Built and maintained a strong pipeline of qualified IT talent to address current and future hiring needs.
- ✚ Screened resumes and conducted phone and video interviews to evaluate technical skills and cultural fit.
- ✚ Collaborated with hiring managers to understand technical requirements and define detailed candidate profiles.

INTERNSHIP:

Mondelez International (Cadbury)

May 2023- June 2023

- ✚ Input employee information, track working hours, and verify data accuracy to support smooth payroll processing.
- ✚ Learned and applied labor laws, tax regulations, and compliance requirements related to payroll operations.
- ✚ Generated detailed payroll reports for management, including employee earnings, tax deductions, and other withholdings.
- ✚ Collaborated closely with the payroll team to ensure efficient and error-free payroll cycles.
- ✚ Assisted in reconciling payroll discrepancies and resolving employee payroll queries.
- ✚ Maintained confidentiality and accuracy of sensitive payroll data in compliance with company policies.
- ✚ Gained hands-on experience using payroll software and tools to process employee compensation.

QUALIFICATION:

- ✓ **MBA- Human Resources & Data Analytics** **2022-2024**
Prestige Institute of Management and Research, Indore
- ✓ **Bachelor's of Commerce (CA)** **2019-2022**
MLB Excellence College of Arts & Commerce

SKILLS:

- ✚ Training
- ✚ Negotiation
- ✚ Customer service and Support
- ✚ Microsoft excel and office
- ✚ Objection handling
- ✚ Closing techniques
- ✚ Relationship Building
- ✚ Public speaking

ADDITIONAL INFORMATION:

- ✚ Languages: English, Hindi.
- ✚ Certifications: Advance Excel, Tally ERP9

HOBBIES:

- ✚ Listening Music
- ✚ Travelling
- ✚ Learning New Technologies