



## NEHA JAITLY

### Dy. HOD

---

- Working as **Dy. HOD** in Management Department with ITFT (Institute of Technology & Future Management Trends) from August 2012.

---

### CORE COMPETENCIES

- Excellent communication
- Fostering Teamwork
- Initiative

---

### SKILL SUMMARY

- Exemplary problem-solving skills; able to identify problems and implement corrective processes.
- Skilled at presenting technical and abstract concepts in a clear and concise way.
- Can pursue a challenging and rewarding career with professional satisfaction.

---

### CAREER PROGRESSION

#### Academic:

- Worked as Lecturer with **Chitkara University** in Management department from August 2008 to May 2010
- Presented a paper on “**Women as Entrepreneurs in India**” in the **3<sup>rd</sup> International Conference** held

at Gian Jyoti Institute of Technology & Management on 20-21<sup>st</sup>, 2009.

- Presented a paper on “**Team Management**” in the **3<sup>rd</sup> HR Summit** held at PHD Chambers, organized by Gian Jyoti Institute of Technology & Management on 23<sup>rd</sup> October, 2010
- Presented a paper on “**E - Banking**” in the **6<sup>th</sup> National Conference** held at Gian Jyoti Institute of Technology & Management on 13<sup>th</sup> November, 2010.

**Industrial:**

- Worked with Standard Chartered Bank as a Business Support Co-ordinator from Feb '08 to May '08 in Personal Loans taking care of processing of files from login to disbursal (Operations)
- Worked with HDFC from June '07 to Jan '08 as Regional Sales Co-ordinator in Personal Loans taking care of whole region (North 2) from Login to disbursal and maintaining MISs.(Operations)

---

## **KEY ACHIEVEMENTS /ACCOMPLISHMENTS /AWARDS**

- Carrom at National Level in 10th

---

## **TECHNOLOGICAL SKILLS**

- Comp Proficiency:
- MS Office Course from NIFT in 2000
  - Knowledge of Internet, MS Excel, MS Word, MS PowerPoint

---

## **EDUCATIONAL QUALIFICATIONS / CERTIFICATIONS**

**Professional Qualifications:**

- M.COM from Panjab University.
- MBA-Finance from Sikkim Manipal University
- B.Com from M.C.M D.A.V College

**Educational Qualification:**

- Secured 81% marks in 12<sup>th</sup> in 2001-02 in Commerce stream
  - 10<sup>th</sup> from C.B.S.E in 2000-01
-

---

## PERSONAL DOSSIER

---

**Name** : Neha Jaitly  
**Husband's Name** : Mr. Hitesh Khullar  
**Born On** : 29-06-1985  
**Languages Known** : Hindi, English and Punjabi  
**Marital Status** : Married  
**Blood Group** : B+  
**Strength** : Dedication and hard work.

---