

Neha Bhan Nischal

1629/117 Ganeshpura,
Tri Nagar,
New Delhi – 110035
Contact No. 07827692732
E-mail:- Nbhan1609@gmail.com

PROFILE

- Data-driven professional with 6 years of experience in reviewing, interpreting, and entering data electronically with a high degree of detail & accuracy. Manages multiple data sources to decide on the best selection while identifying inconsistencies. Operates at an accelerated, iterative pace in a dynamic environment working on various tasks simultaneously, while adhering to strict deadlines & maintaining a high level of customer service. Demonstrates communication skills with a diverse range of stakeholders.
- Can Sustain Work Pressure, Dedication, Honesty, Hard Working, Always Prepare To Learn And Adopt New Techniques, To Gain Knowledge To Expand Own Mental Horizon.

EXPERIENCE

Indiana Travels (P) Ltd.

Data Entry Executive

(7 Years) Chanakyapuri, New Delhi

October 2016 – Jul 2024

RESPONSIBILITIES AND ACHIEVEMENTS

- Accurately entered, updated, and maintained financial and operational data in Excel and company databases.
- Prepared and managed monthly invoices, tour statements, and air travel reports with a high degree of accuracy.
- Processed online payments through net banking and ensured timely reconciliation of transactions.
- Created and maintained Registers and Employee Salary Sheets for internal audit purposes.
- Verified and passed hotel and transport bills, ensuring compliance with company policies and documentation standards.
- Prepared and organized bills, vouchers, and supporting financial documents for easy retrieval and record-keeping.
- Drafted and typed official letters, reports, and correspondence with attention to detail and formatting standards.
- Managed dispatch, courier tracking, and documentation of outgoing and incoming correspondence.
- Coordinated and handled e-mail communication efficiently, including sending, receiving, and archiving official communications.
- Compiled tour lists and operational schedules to support company travel planning and logistics.
- Supported administrative and operational teams with data-driven insights and timely reporting.

EDUCATION

Jamia Millia Islamia University

Okhla, New Delhi

M.A

(2016)

Delhi University

New Delhi

B.A

(May 2014)

Central Board of Secondary Education (CBSE)

New Delhi

Secondary (12th)

(2010)

SKILLS

- Proficient in Microsoft Excel (data entry, formulas, sorting, filtering)
- Skilled in data compilation, cleaning, and validation for accuracy and consistency
- Experienced with data organization and database management
- Strong ability to collect, analyze, and interpret data from multiple sources
- Effective at task prioritization and multitasking in fast-paced environments
- Clear written and verbal communication skills for reporting and coordination

PERSNAL INFORMATION

D.O.B: 07 October, 1991

Gender & Status: Female & Married

Languages: Hindi, English

Hobbies: Traveling, Browsing, Listening Music

Neha Bhan Nischal