

# Neha Parmar | Curriculum Vitae

6, Piyush Park. Laxman nagar, Baner road, Balewadi, Pune Maharashtra - 411045

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Organized, Adaptable engineering student with one year and nine month experience seeking an opportunity in the creative field to expand knowledge.

## Experience

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- **Eledea** **Ahmedabad, India**  
*Customer Support Engineer* *Feb 2016–March 2017*  
Worked for one year as a Customer Support Engineer (CSE). I was responsible for the generation of new inquiry, coordination with customers, maintaining relationship with existing customers and vendors, conveying the client requirements to the team with regards to the process and I was often trusted with other jobs such as setting up meetings with clients and other technical requirements
- **Gallagher Service Center LLP** **Pune, India**  
*Process Associate* *Aug 2017–May 2018*  
Worked for nine month as a Process Associate. I was working in Indexing process and was responsible for attaching conversation email between Gallagher and Insurance Company/Customer into Software named Acturis

## Education

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### Academic Qualifications.....

- **Vishwakarma Government Engineering College** **Ahmedabad**  
*B.E. in Power Electronic Engineering , CGPA - 7* *2010–2014*
- **V.P.Ghetia High School** **Upleta**  
*12th Science, 65%* *2009–2010*

### Notable Projects.....

- **Bachelor's Project:** 'Maximum Power Point Tracking System'  
I was part of a team developing a Maximum Power Point Tracking System. This ambitious project requires strong team-working skills and high technical ability. I worked well as part of the team, contributing in group discussions and taking initiative to achieve technical as well project organizational tasks
- **Client Project:** 'Imerys Project'  
I was responsible for making proposals of Transformers and VCB Panels and have to regularly follow up with customers to receive orders with being constantly in touch with clients to solve technical as well administrative processes

## Technical and Personal Skills

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- **Industry Software Skills:** Matlab, Proficient in Microsoft Office tools and TeamGram (Ultimate collaboration tool for business related processes).
- **Business Oriented Skills:** Active Communication skills, Team management, Punctual in time and work, Hard-working and have ability to work under pressure.
- **Other:** Good PCB soldering skills, Can write well organized and structured reports. Quick Learner, adaptable (can work in changing environment), Time-management
- I have experience in dealing with customers and vendors for service, tech support and up sell our products which includes communication through phone and personal interaction

## Interests, Rewards and Extra-curricular activity

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- Worked as a volunteer of TechnoAspire 2013 event held at VGEC, Chandkheda, Gujarat
- Had represented ELEDEA in ELECRAMA 2016 held at Bangalore, which helped me to study and convey the features of our products
- Have been appreciated for my efforts taken for company's growth on regularity, dedication and honesty
- Hobbies: Music, Fashion Designing, Reading, Sketching

## References

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- Manish Chaudhary,
- ELEDEA – Managing Partner,
- Email: manish.chaudhary@eledea.in
- Hardik Parmar
- ConnViva Technologies - Electronics Engineer
- Email: hardik@connviva.in

## Declaration

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I hereby declare that all the information given above is true to the best of my knowledge and belief.

Neha Parmar