VINEETA NAMDEO GAWAI

**PROFILE**

Finance fresher having experience in cash management (Hotel Industry)

1.6 years experience in publishing industry

**LANGUAGES**

English

Hindi

**CORE COMPETENCIES**

Microsoft office

Editorial processing

**CONTACT**

+91 7409438652

[Vinitaanjelika.2155@gmail.com](mailto:Vinitaanjelika.2155@gmail.com)

**EDUCATION**

Masters of Business Administration (MBA)

Specialization – Finance & Marketing

68%

Bachelors in Business Administration (BBA)

Specialization – Finance

76%

Senior Secondary

CBSE

Specialization –Commerce with Computers

78.2%

High school

CBSE

8.40 CGPA

**WORK EXPERIENCE**

* 1.6 Years experience as ‘Peer Review Associate’ for UK,US journals (Global Services) – **19 Feb, 2018 - present**

**SAGE PUBLICATIONS PVT.LTD (Dehradun)**

* Summer internship in **Saboo Resorts, Leh, Ladakh (J&K) (2014-BBA & 2017-MBA).**

**KEY HIGHLIGHTS**

* Excellent email communication skills
* 1 year experience in imparting training to editorial staff and taking up evaluations (SAGE PUBLICATIONS)
* Excellent report building and generation skills
* Knowledge of Excel
* Awarded for academic excellence

-topped in BBA (2015)

-secured third position in senior secondary

-secured second position in English in senior secondary