

CURRICULUM VITAE

BODDANA BHARGAVI

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➤ **Career objective:**

To work in an organization where I can use my experience & skills in administration of facilities for the benefit of the organization whilst improving my knowledge & experience. Bringing strong procurement, negotiation and inter personal skills.

➤ **Professional Experience:**

- **Administrative manager Cum Front Office :** M M Reddy & Co., (CA Firm) – Jan 2021 To Dec 2022.

➤ **Roles and Responsibilities:**

- Responsible for communicating with clients, and receiving calls, attending visitors
Maintaining Clients Records.
- Responsible for maintaining records. Coordinating the internal activities of the organization.
- Maintaining all office supplies like Stationery . fixing client meetings, back end office work
- Handle employee complaints, grievances and disputes
- Review and update employee rules and regulations
- Maintain the human resource information system and employee database
- Coordinate employee safety, welfare and wellness
- Petty Cash

➤ **Soft Ware Coordinator : Choice Solutions Limited – Jan 2023 – Till Date**

➤ **Roles and Responsibilities:**

- *Team Management across South Region & North.*
- *Loading the orders into the Microsoft Dynamics CRM (CRM Tool)*
- *Generating COPF'S Customer Order Processing Form.*

- *Vendor Management, Stock Supervisor.*
- *Coordinating for the process for FM & AMC Services.*
- *Maintenance of service team to give on time service for the customer service*
- *Client Handling (Client interaction through Mails and Phone calls).*
- *Creation of COPF's-Customer Order Processing Form.*
- *Preparing the MIS Report.*

➤ **Technical skills:**

Operating system : Windows 98/2000- professional/xp/windows 7&10
Packags: MS Office . Excel And Outlook ,Operating CRM Tool

➤ **Highest Qualification:**

Completed Teacher training course (D.E.Ed) in Mahindra Diet college in 2019 with 90%
Completed intermediate in 2017 with the aggregate of 75%
In 2015 completed SSC with the aggregate of 9.3 GP

➤ **Declaration:**

The above mentioned information is true and correct to the best of my knowledge and belief. If I am selected and given a chance to serve in your esteemed organization I shall prove my best and ability to the entire satisfaction of my superiors.

Place:
Date:

Yours Faithfully
B. BHARGAVI