**CURRICULUM VITAE**

**NEHA**

**H.No.103 Main Bazar Narela Delhi 110040**

**Contact no - 9811868874**

**Objective:**

* To become the most creative, active and result-oriented member of an organization and to grow with the growth of the organization.

**Professional Experience :**

* 3 year experience in Raj Techno pack pvt ltd. As an Office Coordinator 2016 to Dec 2019
* 3 year experience in Arora Gift Pvt. Ltd. Narela Delhi in sale department and purchase department. Jan - 2019 to July 2022

**Job Responsibility:**

* Coordinate with all over India distributors and customer's for any help & Requirement.
* Travel & Tour expenses of filed employees and coordinate with them about their problems. Maintain & Regularly updating master database such as personal files, personal database of each employees.
* Handle Field Boys and Distributors.
* Daily reporting update of market representative.
* Monitor office expenditures and handle all office contract (Rent, Service etc.)
* Deal with customer complaints or issues.
* Coordinate activities of various clerical departments of workers within department.
* Organize office operations and procedures.4
* I will be comfortable dealing with people able to carry out Administrative duties with Accuracy and speed.
* Deal with party/Customer complaints or issues. Payment regards , C form Regards , contact with Transport for order Issues & etc.

**Purchase Skills**

* Relationship Building With Vendors.
* Negotiation And Conflict Resolution.
* Inventory Management.
* Material Resources Management.
* Quality Control Analysis.
* Operations Analysis.
* Financial Analysis.
* Data Analysis.

**Sale skills**

* Sales software proficiency. (IndiaMART)
* Product knowledge.
* Active listening.
* Verbal communication.
* Setting goals.
* Organization.
* Time management.
* Strategic thinking.

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**Education Qualification:**

* 10th Passed from CBSE in 2010
* 12th Passed from CBSE in 2012
* Graduation B.A Prog. from Delhi University in 2015
* Pursuing M.A from IGNOU

**COMPUTER KNOWLEDGE**

* MS OFFICE
* MS EXCEL Window 10 and window 7
* MS WORD
* POWER POINT
* Document Scan , print & Screenshot of documents
* Outlook mail Knowledge
* Busy software Knowledge
* Internet savvy.

**Personal Traits:**

* Good Communication and Presentation skills.
* Friendly and Adjustable.
* Dedicated.

**Personal Details:**

Gender : Female

Father's Name : Shri Ved Parkash

Date of Birth : 03-06-1993

Marital Status : Unmarried

Languages Known : English, Hindi

**Declaration:**

I hereby declare that information furnished, above is to the best of my knowledge and belief.

DATE:

PLACE : Narela Neha