

Curriculum Vitae (CV)



Tripta Bagga

Permanent Address

H. No. 644, D.D.A Janta Flats,
Near NTPC, Badarpur,
New Delhi- 114400

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Academic Qualification

- 10th Pass from G.G.S.S. School from C.B.S.C Board (Delhi)
- 12th Pass from G.G.S.S. School from C.B.S.C Board (Delhi)
- Graduate in B.A. (Pass) from Delhi University.

Computer Proficiency

- Done one year Certified Computer Course in MS Office with a working exposure of all latest packages.
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Professional Exposure

- Worked with “**Shri Banarsidas Chandiwalwa Sewa Smarak Trust Society**” (Delhi) as a Front Office Executive cum office Coordinator from 1st May 2001 to 25th July 2004.

Company Profile

“**Shri Banarsidas Chandiwalwa Sewa Smarak Trust Society**” is a registered society under the Societies Registration Act and is located at Chandiwalwa Estate, Maa Anandmai Ashram Marg, Kalkaji, New Delhi. It was established in 1952, with a specific Mission and a Vision.

- Worked with “**Kintetsu World Express (I) Pvt. Ltd.**” (Delhi) as a Front Office Executive from 1st Aug 2004 to 31st October 2006.

Company Profile

“**Kintetsu World Express (I) Pvt. Ltd.**”

Domestic and foreign air and ocean freight forwarding business, trucking company agent, Customs agent, Transportation agent and any business related to all of the above.

- Worked with “**Anagram Systems**” (Delhi) as a Purchase Manager cum office Coordinator from 1st November 2006 to 30th Nov 2012.

Company Profile

“**Anagram Systems**” Turnkey Interior Contractor, Specialization:-

Partition & Paneling, False Ceilings, Flooring / Cladding, Doors/Windows, Storage Cabinets, Finishing, Custom-built Furniture, Fire Rated Doors, Modular Furniture, Civil Work, Sanitary & Plumbing, Electrical Works, Architectural Mill Work.

- Worked with “**Asian Tiles Pvt. Ltd.**” (Patel Nagar) as a Admin cum Sales/office Coordinator from 24th February 2015 to 25th March 2017

Company Profile

“**Asian Granito India Ltd.**” is an India-based company. The Company is engaged in the business of manufacturing of Tiles.

- **Worked with “Hotel Saideep Villas” (Shirdi / Maharashtra)** as a Front Office Manager from 1st September 2019 to 20th February 2024.

About Hotel

“Hotel Saideep Villas” (Shirdi) with 24 quality well-appointed guest rooms.

Job Responsibilities

- Effectively communicating with Guest in a professional and friendly manner.
- Register & process guests and their assigned rooms.
- Accommodate guest requests.
- Communicating with hotel staff on the status of guest rooms.
- Handling cash payments.
- Maintain a clean and neat front desk area.
- Consistently offer professional, friendly and engaging service
- Greet, check in and settle guest accounts while ensuring all service standards are followed
- Assist guests regarding hotel facilities in an informative and helpful way
- Respond to each Guest who approaches the Reception Desk
- Drive rate through up-selling room brands
- Follow all safety policies
- Other duties as assigned

Other Responsibilities/

Multitask

- Supporting the field sales team.
- Ordering and ensuring the delivery of goods to customers.
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
- Speaking with customers using clear and professional language.
- Completing the administrative needs of the Sales Department.
- Making follow-up calls to confirm sales orders or delivery dates.
- Responding to sales queries via phone, e-mail and in writing.
- Accurately analyzing and assessing statistical data.
- Directly communicate with senior management of company.
- Possess good computer and interpersonal skills
- Keep record Documents/C Form& Road Permit
- Coordinate with sales team regd. T.A.D.A/Attendance/L.T.A/Expense
- Photocopy and gather documents for allocation, mailing and filing.

- Making Travel arrangements, Ticket booking, Hotel Reservations.
- Attending phone calls, Fixing appointments & meetings.
- Co-ordination & Follow up with Head Office and other branches.
- Handling inward and outward dispatch of mails and courier.
- Handling the fax, Internet and e-mail.
- Request quotes as directed to appropriate suppliers
- Contact vendors to make sure that materials, supplies and equipment are shipped delivered on promised dates.
- Review and process purchase requisitions purchase change orders.
- Maintain records of purchases, shipments, damaged goods, and other related items
- Receive materials check accuracy to purchase order.
- Basic HR Admin related work:-Maintain ESI,PF, Salary, Attendance, Employ file record.
- Data work, Pivot Table, VLookups, Hlookup, basic formula's in Excel.
- Basic Account Work

E-commerce job Responsibilities

- Handle Product Listing Single and Bulk on seller portal (Amazon, Flipkart, Etc.
- Order Processing And Order Generation.
- Promotions, Ad Campaigns.
- Upload new products to seller portal.
- Inventory updates for the existing catalogues listed on a daily basis.
- Manage the daily operations for ecommerce orders invoicing, orders dispatch and fulfillment ·Packaging of daily orders.
- RTO, Track shipment etc.
- Address customer complaints and disputes.
- Mark products out of stock whenever they are unavailable for Sale & maintain the stock amount.
- File an SPF Claim.
- Knowledge about unaware/unicommerce software.

Personal Details

- Husband Name : Mr. Manoj
- Date of Birth : 14th Oct 1981
- Marital Status : Married
- Religion : Hindu
- Gender : Female
- Nationality : India
- Languages Known : English, Hindi & Punjabi.

Date:

Place: Delhi

(Tripta Bagga)