



MONIKA DHUPAR

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Objective:-

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Strength:-

- Strong Interpersonal skills.
- Sincere & Hard Working
- Committed to the work.
- Decision Making

Languages:-

Language	Verbal	Written	Comprehension
English	Good	Fair	Fair
Hindi	Excellent	Excellent	Excellent
Punjabi	Good	Fair	Fair

Work Experience-

Surya Masterbatches Pvt. Ltd. (Jan'21 – till date)
Netaji Subhash Place
Assistant Manager

Working with **Surya Masterbatches** as an Assistant Manager. Basically, it's a Manufacturing Unit. They manufacture Compounds & Masterbatches.

- Coordination with two Directors & their unit.
- Handling all responsibilities in the Corporate office and the other two factories in Narela & Kundali
- All Materials purchased by me for both units
- Direct Client Interaction.
- Take orders from Parties & Marketing person & make a proper format for orders and maintain also Excel sheet for pending orders
- Provide samples to parties with Exist MB or Develop
- Make Proforma Invoice & Purchase order in Excel Format.
- Maintain Payment sheet and calls for pending payments
- Knowledge of Tally also
- Proper filing for all bills and other docs
- All Sales bills & Purchase bills cheque in Tally & Manually.

SK Industries MAHAK (Jan19 – Dec'20)
Karol Bagh, New Delhi
Sales Coordinator

Worked with **SK Industries (MAHAK)** as a **Sales Coordinator**. It's an FMCG MAHAK Group which deals in Confectionery & Jelly Item. Delhi Team handling by me.

- Coordinate with the Sales Team.
- Ensured the adequacy of sales-related Products
- Respond to complaints from customers and give after-sales support when requested
- Handled the processing of all orders with accuracy and timeliness
- Monitoring the team's progress, identifying shortcomings, and proposing improvements
- Monitoring the team for working on ERP software
- Maintaining all data on Excel

O.B Enterprises (Nov'17 – Dec'18)
Dwarka, New Delhi
Office Coordinator

Worked with **O. B. Enterprises** as an **Admin Executive**. it's a trading house which deals in the latest technology OZONE friendly Refrigerants & Pharma Chemicals.

- Performed various clerical duties such as: documenting, photocopying, faxing, mailing, and filing system.
- Answered telephones
- Sorted incoming communication data, including – faxes, letters, and emails.
- Interacted on a daily basis with organization staff, clients, vendors, and visitors.
- Coordinated agenda for visitors and clients meetings – arranged guests and travel accommodations.
- Filed and recorded corporate documentation, electronic files, inventory, and reports.
- Handling Phone Calls & Query of clients
- Calling for Couriers & Candidate for Interview

O.B Enterprises (Dec'09 – Mar'12)
Dwarka, New Delhi
Office Coordinator

Worked with **O. B. Enterprises** as an **Office Coordinator**. It's a channel partner of **E. I. DuPont India Pvt. Ltd.** a subsidiary of E. I. DuPont US-based company. Basically, it's a trading house which deals in the latest technology OZONE friendly Refrigerants & Pharma Chemicals.

- Performed various clerical duties such as: documenting, photocopying, faxing, mailing, and filing system.
- Answered telephones
- Sorted incoming communication data, including – faxes, letters, and emails.
- Interacted on a daily basis with organization staff, clients, vendors, and visitors.
- Coordinated agenda for visitors and clients meetings – arranged guests and travel accommodations.
- Filed and recorded corporate documentation, electronic files, inventory, and reports.
- Work on Excise Software Trading
- Handling Phone Calls & Query of clients
- Calling for Couriers & Candidate for Interview
- Major responsibilities include salary & attendance maintenance

KG Bearing Pvt. Ltd. (March'09 – Dec'09)
Jhandewalan, New Delhi
Administration

Worked with **KG Bearing Pvt. Ltd.** as an **Administration Executive**. It's dealing in **Ball Bearing** which is Import from China & Export in India

- Search International Companies by Internet & making clients.
- Documentation
- Update files
- Work on Tally software.
- Stock Maintenance.

Giga Soft Systems Pvt. Ltd. (Apr'08 – Feb'09)
Karol Bagh, New Delhi
Administration

Worked with **Giga Soft Systems Pvt Ltd** as an **Administration Executive**. It's an IT Software Company in Website Designing & Customized Software Applications.

- Handling Phone Calls & Query of clients.
- Handling Correspondence
- Calling for Couriers & Candidate for Interview
- Query handled for Domain & Hosting
- Data Entry in EMS Software
- Handling all types of Reception work.
- Checking the profile of websites.
- Handled stationery stock & forms (Like non-punching, Leave application forms, etc.)

Safe & Secure Insurance Agencies Ltd. (July'07 – Mar'08)
Janak Puri, New Delhi
Customer Care Executive

In **Mahindra Kotak** Channel Partner. It is a backend office of **Kotak**.

- Handling meetings with clients for the renewal and pending cases.
- Collection of documents.
- Handled walk-in and telephonic queries

Infomedia India Ltd. (Jan'06 – June'07)
South Extn., New Delhi
Team leader

Infomedia is a 100% subsidiary concern of the yellow pages. I was working with **Direct Edge** it's a 100% subsidiary of Infomedia, Its deals in **Direct Marketing**.

- Giving all to our prospective clients for the renewal and pending cases.
- Handling team for different projects.
- Giving targets to the team.
- Direct dealing with clients.
- Maintaining client 'database' and providing the team members.
- Major responsibilities include salary & attendance maintenance.

Action India Pvt. Ltd. (Mar'05 – Jan'06)
Raja Garden, New Delhi
Telesales

It is a **Cross Road** company that provides on-road **Vehicle services**.

- Doing Telemarketing.
- Arranged Data for calling

Key Skills:-

- In the knowledge of Microsoft Office.
- Ability to learn new software applications.
- Ability to communicate effectively with staff and executives
- Attention to detail with excellent planning and organizing skills.
- Time management skills.

Qualification:-

- Done Graduation from Delhi University in 2011 [B.A.(Pass)]
- Schooling from Govt.Girls.Sen.Sec.School, Ashok Nagar in (2005)
- Having Good Knowledge of Internet Explorer, MS Word, MS Excel & MS PowerPoint

Extra-Curricular Activities:-

- Participated in Hindi Essay Competition.
- Participated in a Drawing Competition

PERSONAL INFORMATION

Date of Birth	21 Sep 1987
Father's Name	Late. Shri Darshan Lal Vohra
Mother's Name	Smt. Jaya Devi
Languages Known	as English, Hindi, and Punjabi
Marital Status	Married
Husband Name	Mr. Mayank Dhupar
Inherent Traits	Goal Oriented, Self Motivated, Quick Learner, Hard Working, Positive Attitude.
Hobbies	Listening to Music & Playing Games

PERSONAL VISION

"Nothing is Impossible in this world as the word itself says: -"
"I M Possible

Monika Dhupar

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Date:

Place: