

Geeta Bisht

Administration / Operations Manager



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+91 9785155143

13+ Years of Experience in Administration and Operations | Expertise in Business Development, Vendor Management, Project & Contract Management, Team Management

Profile Summary

I am a competent, diligent, and result-oriented professional with over 13 years of experience in Administration and Operations. I possess strong leadership abilities, and the capability to manage and motivate a diverse administrative team, adept at strategic planning and execution, with the ability to optimize resources, set priorities, and handle multiple tasks efficiently. I am well-versed in dealing with challenging situations & making quick, effective decisions. Honesty, integrity, and ethical conduct are paramount for maintaining a positive work environment and upholding the values of the manufacturing factory.

Education

M.Com in Business Administration (HR & Mktg.)

University of KOTA, 2010

B.Com, Commerce

University of Kota, 2008

12th, Kota (Raj.), 2005

10th, Kota (Raj.), 2003

Key Skills

Management

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Office Administration

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Client Relationship Management

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Business Development Management

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Employment History

July 2023 Present	Administration Manager Chinar International, Noida (An Export House) Managing Export customer accounts and corresponding with them, Developing new buyers and Handling Customer relationship management, maintaining office administration and HR policies as well as general administration.
October 2014 January 2023	Administration Manager Dynamic Engineers Infratrack Pvt.Ltd. Kota, Rajasthan (An Engineering Const. Company)

Gender	Female
City	Noida
Country	INDIA
Marital Status	Married

- Administered activities related to the process, starting with an inquiry received from a client and exploration of new tenders/business, submission of the same till the completion of orders supply/service.
- Key person and pivotal working, Managed Office Operations in coordination with every department.
- Management of Company Quality Standard Certifications, renewals & up gradations.
- Developing business by exploring new opportunities & scopes.
- Conducting and executing Company product inspections and audits by Third Parties/Railway/Govt. Agency.
- Site Contracts management, resources management, deputation, coordination & satisfactory completion.
- Preparation of project schedule, monitoring the same on a periodical basis.
- All types of Company correspondences with Railways/ Clients.

February
2011
June 2014

Asst. Manager - Operations
Morsel Enggtech Pvt. Ltd. Kota, Rajasthan
(An Engineering Solutions Company)

- Daily Schedule coordination of employees including office & field staff.
- Compiling day-to-day database, tracking of inward & outward materials and documents including forwarding to the store.
- Ascertaining Customers of grievances through mail and Calls.
- Commercial follow-ups of payments, TDS, C- forms & updating EMD SD status.
- Assistance to the Company Director in Employees Annual Marking on the basis of performance. Apparently clearing of prepared Expenses & Salary of Staff.
- Assisting selection of new employees Inc. Screening of resumes, conducting interviews, appointment activities after selection, conducting training & development sessions.
- Assistance in preparing proof readings of the company's products & services catalog with updating from time to time.
- Suggesting improvements in the operations and processes to make the system foolproof.

August 2009
January 2011

Executive Operations
Rajasthan Patrika Pvt. Ltd. (Patrika Online Pvt. Ltd) Kota, Rajasthan (A Media House)