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UTTARA TYAGI

OBJECTIVE

To work with maximum potential in a challenging and dynamic environment, with an opportunity of working with diverse group of people and enhancing my professional skills with learning and career growth.

SKILLS & ABILITIES

Experienced and results-oriented Administrative Assistant with proven abilities in developing positive relationships with clients and coworkers. Interested in a similar opportunity with company where exceptional secretarial, computer and customer service skills will be fully utilized.

A highly motivated and energetic Admin who strives to ensure that all tasks are successfully accomplished within time. Demonstrated ability to: Manage stocks and inventory, Order supplies, Facilitate event registration, Maintain accounting files, Update mailing lists, Support other departments, Provide excellent customer services

EXPERIENCE

R.K ASSOCIATES VALUERS & TECHNO ENGINEERING CONSULTANTS (P) LTD. AS A ASSISTANT MANAGER- OPERATIONS & DELIVERIES - NOIDA

Since March 2021

- Manage resourcing forecast/scheduling for Assurance – Core Audit projects while reviewing/assessing weekly actual hours.
- Handling the clients management & building the Relationship for the business.
- Handling all the Emails activities with clients.
- Handling the invoices with projects delivery.
- Direct Reporting to company senior vice president.
- Managing the complete E-tendering process starting from gathering and analyzing the requirements to documents gathering & submission and follow up till the final declaration.
- Supervise & communicate with Service Delivery team managers & leads within the sub-Areas to manage their performance which includes real-time monitoring of adherence to schedule & identify factors leading to the variances from the plan.
- Review and resolution of scheduling conflicts.
- Proactive review of resource availability /resource requirements
- Mailbox management and fulfilling the scheduling requests coming through mails in defined TAT.

- Overall Business Coordination (Generations & Deliveries).
- Monitoring everyone's Target at micro level.
- Prepare quotations and follow-up on it.
- Monitor & follow -up on quotation raised by other people.
- Follow-up with clients directly on large leads.
- Follow-up with clients directly where there are issues and problems.
- Maintain proper record sheet of the open leads/ quotation raised.
- Maintain revenue generation records weekly/monthly/ quarterly/ yearly.
- Monitor deliveries and coordinate with the team/ client for faster disposal of assignments and address any challenges coming in deliveries.
- Handle feedback program and general relationship management and bonding creation with the client through call.
- Address any issue/ challenge coming in business development and client relationship.

MAX SOLUTION PVT LTD. AS A BUSINESS DEVELOPMENT MANAGER – GR.NOIDA

Oct 2020 – March 2021

- Contacting potential clients to establish rapport and arrange meetings.
- Planning and overseeing new marketing initiatives.
- Researching organizations and individuals to find new opportunities.
- Increasing the value of current customers while attracting new ones.
- Finding and developing new markets and improving sales.
- Attending conferences, meetings, and industry events.
- Developing quotes and proposals for clients.
- Developing goals for the development team and business growth and ensuring they are met.
- Training personnel and helping team members develop their skills.

YUHAI TECHNOLOGY MANUFACTURING & SUPPLIES PVT LTD. AS A PURCHASE MANAGER/ SALES SUPPORT – GR.NOIDA

June 2018 – Oct 2020

- Contacting potential clients to establish rapport and arrange meetings.
- Planning and overseeing new marketing initiatives.
- Researching organizations and individuals to find new opportunities.
- Increasing the value of current customers while attracting new ones.
- Finding and developing new markets and improving sales.
- Attending conferences, meetings, and industry events.

EDUCATION

DEGREE/DIPLOMA	INSTITUTION	BOARD	PASSING YEAR
SENIOR SCHOOL	HIGHER SECONDARY SCHOOL (PRIVATE)	M.P. BOARD	2008
SECONDRY SCHOOL	KASHIPUR, UTTARAKHAND	CBSE	2005
B.COM	PG COLLEGE, GUNA	JIWAJI UNIVERSITY	2011
M.COM	KUMAON UNIVERSITY , NANITAL	KUMAON UNIVERSITY	2013
DIPLOMA (INFORMATION TECHNOLOGY)	POLYTECHNIC, ALMORA		2006
DIPLOMA (COM-Z	STG KASHIPUR		2004

ENDORSEMENTS

Administrative, Operations Management, Human Resources Project Management, Team Management, Managerial Skills,Service-Now

DETAILS

Date of Birth : 20-Dec-1988

Gender : Female

Nationality : Indian

Marital status: Married

REFERENCES: ANSHUL GOEL, YUHAI TECHNOLOGIES

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