**Name: Kritika Bhist**

**Location:- Andheri East**

**Mobile No: 9870389133**

**8169234229**

**Email Id: [bkritika@yahoo.com](mailto:bkritika@yahoo.com)**

Objective:-

An individual who believes in being unsatisfied with the achievement open a door for excellence. Never Give up is my attitude towards life. Hard work and applying right brain on time is the key to success.

To work with an organization where I can utilize all my skills and experience can give my best effort for the work.

* **Skills:-**

1. Excellent communication and understanding level towards my work.
2. Quick learner and focus on goals.
3. Believe in personal strength and hard work.
4. Ability to handle the work in pressure with multi-tasking work.

# 1) Job Experience:-

* **Organization name: 1 . Network Tech Lab Private Limited**
* **Duration:- 1 year**
* **Duration Date:- 14 September 2015 To April 2016**
* **Location: Andheri East**
* **Designation: Sales Co-Ordinate & Back Office Executive Coordinator**

## Job profile:

## Sales Coordinator:-

## Reason for Leaving: - Preparing for MBA Exam

# 2) Job Experience ;-

* **Organization name**: **2. DC Infotech Private Ltd**
* **Duration: June 2017 - March 2018**
* **Location: Andheri East**
* **Designation: Sales Coordinator**
* **Job Profile:-**

## Sales Coordinator:-

## Generating leads for existing and non-existing client.

## Coordinating the sales & pre-sales for preparing the quotation and send them to the client.

## Follow up with the client for the leads. Solving Problem & follow up by mail and calls.

## Co-ordinate for the purchase price from the vendor for the Quotation.

## Payment follow up with the client.

## Coordinating the delivery for the product which can be on time.

## Reason for Leaving: - Personal Reason

# 3. Job Experience;-

## Organization name: 3. Aspect Chemicals

* **Duration: May 2019**– September 2020
* **Location:** Andheri East
* **Designation**: **Business Development Executive cum Sales Coordinator.**
* **Job Profile:**
* **Business Development Executive cum Sales Coordinator :-**

## Generating leads new leads and existing client via email, call .

## Coordinating the sales & pre-sales for preparing the quotation and send them to the client.

## Follow up with the client for the leads. Solving Problem & follow up by mail and calls.

1. Co-ordinate for the purchase price from the vendor for the Quotation.
2. In case any price issue or not closing the lead, need to appoint the meeting for the discussion of closing the lead with senior sales manager.
3. Follow up for closing the lead.
4. Payment follows up with the client.
5. Coordinating the delivery for the product which can be on time.
6. Coordinating with Internal Team (Sales and Service) for the new project and existing client.
7. Coordination with sales team for any new enquiry and closing them with the help.
8. Managing sales people for their call, day to day schedule.
9. Preparing monthly MIS Report for Channel Partner Association of Thermax Limited.
10. Preparing Purchase Order for monthly basis purchasing from channel partner association of Thermax Limited.
11. Coordinating with the Production team for dispatching the material to us on monthly basis on time.
12. Preparing PI for the customer and tax invoice, DC and Eway Bill.
13. Issue related Service, coordinate positively to solve the issue.
14. Sent the service report to the client.
15. Preparing Monthly sales Report and Sales Target
16. Follow up Sales Target with the Sales Team, Incase needed a help to close the lead for our prospective client.
17. Managing the Company director mail and reply them on day to day basis.
18. Closing the lead for the sales target on monthly.
19. Coordinate on daily basis for multi-tasking.

* **Reason For Leave;- Company went on losses due to this my company director told me to you can start searching for the other job. So that is not able to give the payment.**

# 4. Job Experience;-

## Organization name: 4. Jewelex India Private Limited, Seepz,Andheri East Mumbai 400093

* **Duration: Dec 2020- September 2021**
* **Location: Andheri East**
* **Designation: Customer Delight Executive**
* **Job Profile:**
* **Customer Delight Executive :-**

1. **Client Requirement: -** If there is any customer requirement i.e existing and new customer.
2. **Quotation: -** Need to make the quotation as per the customer requirement i.e existing and new customer.
3. **Price Negotiation:-** we need to negotiate the price with the customer according the company profit margin need to negotiate the price.
4. **Purchase Order:-** After confirmation of the price from the customer. Customer will share the PO.
5. **Order Processing: -** Sales Order , we need to send the order to the order team to make the product.
6. **Shipment: -** After getting ready we need to make the shipment so that it can be send it to the client.
7. **Return & Repair: -** If there any return and repair issue we need to make the remark and send the internal team for repair and return. And till it reached to the client we need to coordinate with the client.
8. **Customer Quiry for Repair & Return**, even the call when they will receive the product.

# 5. Job Experience;-

## Organization name: 5.Neon Engineers India Private Limited

* **Duration: September 2022-Feb 2023**
* **Location: Thane West**
* **Designation: Executive Coordinator /HR**
* **Job Profile:**

**1.How to recruit to social media**

* To create the profile through app eg. Hiract,etc
* Likein Posting / Hiract
* Consultancy data list & call the consultancy for as per requirement of hiring .

2.**New Hiring**

* Ask the consultancy for the document/ Sighn & sent it to them after aknownledge it once the consultancy process is done.
* Share them the job profile related to the opening /After shareing them take the foloow up.
* Once the candidate cv is receive sent them to the sinor management & after the confermation take the interview for the short listing profile.
* Interview takeing with the candidate for the 1st round .
* Ask them current working/current job profile& all sort of question /how much salary of experince /salary package/how soon they can join.
* After getting the information from candidate. call the management /Director & tell them all the information which acquire from the candidate.
* Arrange the 2 call of interview with director via email or call interview to share the detail information on email or watsapp for the further round
* Incase the candidate is confirm then share salary annexure and offer letter to mail to candidate take the confirmation on mail of the candidate with offter letter & salary annexure
* Share the all document level policy,rule& regulation of organisation
* Incase the caandidate leave the organisation then tell the candidate to sent regisnation letter on mail serving the notice period i.e 30 days or else ask the management
* Take all the document from the candidate i.e current
* Joining or Appintment letter
* current salary slip i.e 3 month
* All education doccument
* all ID proff
* Bank a/c for salary creation
* make the id card of candidate
* Office Uniform
* mail signature of the candidate
* If the candidate have work for more then 6 month the makethe letter of confirmation letter of appointment.
* 6 month for any candidate is probation period after 6 month sent the candidate their confirmation letter , letter of apprisal i,e salary & their KRA if it is in their profile ( eligible)
* Make the employee sheet and enter the new candidate their contact details.
* Incase the candidate is out then remore them from the list.
* Even take all the document & maintain it in register or file.

**3.Purchase Order in zoho books**

* Create the vendor if its new
* Take all vendor detail from shyam sir or kiran sir /execution team /vendor /Gst detail
* Enter all the detail in zoho while creating new
* If item is new create new team /Qty/measure/unit /Nos
* Make Purchase order/new select/vendor name/whic  
  h project/ICICI project name/add iteam/qty/rs200/Tax then save& submit .
* Take approval of team ( Shyam Sir /Kiran Sir final confirmation .
* Take all approval and then sent the PO to the respected project team .
* And sent it to vendor also on Current date

**4.Delivery Challen**

* Sale / then Dc
* Make customer name
* Delivery Challan Date:- Current Date
* Challen type/supply on approval
* Item/Qty /Rate always 0 amount

**5.Bills**

* Complete PO process by approval
* mark as issue
* convert into bill
* Vendor Name
* Bill i.e Invoice No receive from the vendor tax invoice
* Bill Date on vendor tax invoice
* same as po/item/qty/price will convert
* Gross check tax invoice amount
* Attachted PO-Vendor Tax -invoice - bills- fill all the document in the purchase register files.

**6.Expenses**

* Take the tally entry data from all team.
* Expenses- Date- Expenses A/c - Good & Service.
* Expenses -type-expent A/C
* Amt
* Paid through - which a/c and then save
* To Create a new account - Chart of a/c - new a/c
* a/c type- other curent liability - a/c name of employee on any other name & save & save

**7.Admin Work**

* Create id card of new employee
* Take size of shirt to employee
* mail signature of the candidate
* Office Diary
* Sticker of Neon Engineer India Pvt Ltd
* Card Holder ID Card
* ID Card Loop
* Performance of month
* Festival Greeting
* Remark:- Take all this from Ramesh ID Card person
* sent ID Card Format details to candidate & sent to ramesh - follow up for it.
* Employee Sim Card - Given while joining handover after leaveing
* ID Card Given to candidate while joining handover while leaving the company
* T- shirt take size of T- shirt give to employee
* After leaveing take the t-shirt
* Laptop- If given while Joining & leaving
* Maintain All the doccument for all the things
* Performance of month take it from ramesh
* Book traveling Ticket from mahesh travells of Mayank /Shyam /Kiran/Executive Team do it from mahesh traveling
* Train book /flight book
* Take the information from sr management and sent it to mahesh travel
* Confirm which ticket from consern person.

**8.IOU**

* IOU DAYS MONDAY,WED,FRIDAY
* Take the execution team iou expensess from prakash & shyam sir
* Make the IOU in the IOU Book after getting the information howto make:-
* Project Name:- Any Project Name
* Purpose For Advance
* Owe the amount 1000
* Borrowed on the current date to be mentioned
* Borrower:- Name of person whom we need to transfer the amount
* signature:- of person in the name of IOU
* Approved by:- Mayank Sir/Kiran sir/Shyam Sir/Prakash Aany person is available take the signature of the the management
* Main in Excel for the information given approved
* Sent in Operation Group while clicking the picture in IOU & mark @shyam sir@Kiran sir for approval of IOU
* After approveing the IOU in operation group
* sent the excel IOUS & then calculation on account group mark @ kiran @ mayank sir please release the payment for ious i.e Total Amount of IOU & the date to issue the IOU ( Curent Date)

**9.Review Meeting :-**

* Review meeting held on every tuesday, Thurday,Saturdy
* Make the MOM in the excel sheet
* Action-Naame-Target Date.
* Make it as per project wise
* Make the follow up before the review meeting start
* Ask the concern point to the concern person accordingly set in their target.
* MOM should be given by 11 am on the next day
* Before the review meeting send the message in the sr management group
* Arrange a concall on Tuesday /Thursaday by conecting through call
* Saturday i.e vedio call sending the link while createing in zoho mail meeting.
* **Computer Skills :-**
* MIS- Reporting
* Word
* Excel
* Power point
* Tally (ERP9)
* Software Like (SAP)
* **Educational Qualification:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Institution** | **Degree** | **Board/University** | **Percentage** |
| 2007 | Canossa Convent High School | SSC | Mumbai University | 49.07 |
| 2009 | SNDT | H.S.C. | Mumbai University | 47.17 |
| 2012 | Chinai College of Commerce & Economic | TYBFM(Financial Market) | Mumbai University | 61.16 |
| 2015 | Indian Management Institute | MBA(Finance) | Manonmaniam Sundaranar University | 65.17 |

* **Projects & Achievements**

1. EMERGING OF CUSTOMER SERVICES IN BANK
2. CORPORATE GOVERNANCE

* **Personal Details:-**

**DOB:** 14th December 1989

**Address:** D-9, Uttarayan Society, Mahakali Caves Road, Andheri (East), Mumbai -400093.

**Marital status: Married Languages:** English, Hindi Marathi

**Nationality :** Indian

**Hobbies:** Listening songs, Dancing & Playing Badminton

## Kritika Bhist