**CURRICULAM VIATE**

Sangeeta Bhati

D-67, Nanhey Park

Uttam Nagar

Pin Code: 110059

Phone: 9999789282

Email: sangeetabhati.69@rediffmail.com

**Objective:**

To work in a professional environment where I can make a significant contribution towards the goals of my organization through my hard work and technical skills.

**Educational Qualifications:**

* B.A Pass from Shobhit University in 2014.
* 12th Passed From NIOS
* 10th Passed From NIOS

**Technical Qualification:**

* 6TH Month Basic Computer Course from Northern Railway Institute.

Wrok Experience :

**Holy International Sr. Sec. School (March’19 to Till date)** – Working as a Receptionist Cum Fee Clerk & Admin work .

**Job Profile**

* Welcomed students and visitors to office answered requests and addressed visitor needs..
* Responsible for maintaining the records of office inventory.
* Maintaining the documents records.
* Billing Work (Fees Collection)
* Collect information from new students
* In charge of New Admission & SLC.
* Maintain Master Fee Record Register.
* Update Daily Entry Fees Register on daily basis.
* Maintain confidential student records input data and file appropriately

**Trontek Pvt. Ltd. (July 2017 to Feb’19)** – Working as a MIS cum Process Office Coordinator & Admin work.

**Job Profile**

* Handled a Team of 2 telecallers & 5 Sales managers & 15 Service engineers.
* Coordination With Sales Team & Service Team
* Responsible for Sales Enquiry Data Updation in Portal .
* Responsible for All inventory related work.
* Responsible for Service & Sales related MIS on daily and requirement basis.
* Allocation of all complaints to their respective service engineers.
* Responsible for close all complaints in given TAT.
* Responsible for attendance & All HR related queries (ESIC & PF)

**Bagga Link Service Limited, Link Road (April 2010 to June 2017) -** Working as a CRM Executive cum Cashier Billing Operator. I am handling customer complaints & queries & Web Complaints.

Responsible for purchasing of low value local items (Office Stationery etc.)

Attendance record keeping & sending data to corporate office..:-

Renewal Two Wheeler Vehicle Insurance.

**Job Profile**

* Maintain All Branch Invoice Cash Memo Record.
* Maintain All Branch Attendance Record.
* PSFU & Reminder Call to Customer.
* Attend Customer Web Complaints.
* Evaluation of complete customer satisfaction..
* All Report Send Head Office.
* Free Service Coupons Upload in Bajaj Portal Online.
* Knowing DMS (new software of Bajaj Auto)
* Knowing CDMS (New Online software of Bajaj Auto)
* Make Job Cards in FoxPro software, DMS & CDMS.
* Spares Parts Issued in Job Cards.
* Make Spares Parts Order.
* Spare Purchased & Debit in DMS & CDMS software.
* Job Card makes & Spares entry in CDMS Software.
* Billing Work in DMS & CDMS.
* Renewal Two Wheeler Vehicle Insurance.
* Make daily sale cash detail sheet in excel.
* Make Daily Expense Report.

**Interactive Marketing (March 2008 to Sep 2009)** - Backend Executive  
Working as a Backend Coordinator for Personal Loan. Checking documents for Personal Loan.  
Coordinating with the customer & bank officials to complete the login Process.  
Tracking of Pre sanction and Post Sanction of files.

**Hobbies**:-

* Listening Music, Social Work.

**Strength:**

* Analytical, Hardworking and Optimistic.
* Responsible & Determined Behavior.
* Diligent & Willing to relocate if required
* Good listener & Mixing Nature.
* Basic Computer Knowledge.

**Personal Profile:**

Husband Name : Mr. Permender Singh Bhati

Date of Birth : 1st Jan. 1988

Nationality : Indian

Marital Status : Married

Location : New Delhi

Languages Known : English & Hindi.

**Declaration**:

I hereby declare that the information is true and best of my knowledge

(Sangeeta Bhati)

Date:

Place: