

Eiya Mishra

Procurement & Administration Executive

 +91 9009244398 |  eyamishra0@gmail.com

 [LinkedIn: linkedin.com/in/eyamishra0](https://www.linkedin.com/in/eyamishra0)

Summary

Highly driven B. Com (Computers) graduate with 1.5+ years of experience in procurement, administration, and business support. Proven ability to manage diverse client-based projects across international domains. Adept at using CRMs and digital tools for communication, reporting, social media, and customer support. Known for strong coordination, timely execution, and a solution-oriented approach that consistently contributes to team efficiency and client satisfaction.

Experience

Business Support Executive

Virtual Support Business – Indore, MP | April 2025 – Present

- Provided administrative and operational support across multiple international client projects.
- Assisted with communication and backend coordination for a US-based HVAC company, ensuring smooth daily operations.
- Managed social media content and scheduling for a non-profit organization, improving engagement and visibility.
- Handled customer queries, data entry, and documentation tasks for a property management company.
- Maintained client records, tracked project progress, and supported teams in delivering timely outcomes.

Procurement & Administration Executive

Harshvardhan Laboratories Pvt Ltd. – Indore, MP | December 2023 – April 2025

- Streamlined procurement operations, ensuring 98% on-time order tracking and reducing delays by 20%.
- Handled vendor coordination and cost negotiations, achieving 12–15% cost savings.
- Managed inventory control, purchase orders, and initiated timely reorders to prevent stock gaps.
- Oversaw office administration tasks, including document handling, file management, calendar scheduling, and internal communication.
- Prepared reports, maintained records, and supported day-to-day office operations with 99% accuracy.

Technical Skills

- Procurement & Inventory Control:** Stock monitoring, purchase orders, vendor coordination, reordering
- CRM & Communication Tools:** RingCentral, Podium, Housecall Pro, Rentec, Google Voice, Microsoft Teams.
- Project & Office Tools:** ERP systems, MS Office (Excel, Word, Outlook), Power BI
- Content & Media Tools:** Canva, CapCut, Buffer, VN.
- Data Handling:** Report preparation, documentation, task tracking, and digital file management

Soft Skills

- Communication: Effective interpersonal and team coordination
- Adaptability & Learning: Fast learner and multitasker
- Time & Task Management: Organized and deadline-oriented

Education

Bachelor of Commerce with Computer Applications

Devi Ahilya Vishwavidyalaya – Indore, MP | Graduated 2025

Final AGPA: 7.95

Higher Secondary Certificate*Govt. A.C.M Girls H.S School No.1 – Indore, MP | 2021 – 2022*

Percentage: 73%

Secondary School Certificate*Govt. A.C.M Girls H.S School No.1 – Indore, MP | 2020 – 2021*

Percentage: 62%

Extra Curriculum Activities**NSS Volunteer – National Service Scheme | 2022 – Present**

- Actively contributed to various community service and social initiatives.

NCC Cadet – National Cadet Corps | 2019 – 2021

- Participated in leadership and teamwork training programs.

Declaration

I hereby declare that the information provided in this resume is accurate and true to the best of my knowledge.

Date: ___ / ___ / ___ **Signature:** _____