

LOVELEEN KAUR BHAWRA

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Navi Mumbai 400 614

PROFESSIONAL SUMMARY Detail-oriented and reliable Administrative Executive with 3+ years of experience managing and optimizing administrative operations, facility management, and infrastructure support. Skilled in budgeting, procurement, and implementing efficient administrative systems to enhance productivity and operational efficiency. Adept at handling multiple priorities with a strong focus on service quality and proactive with excellent communication, problem-solving, and strategic planning abilities.

SKILLS

- Administrative Coordination
- Vendor Scheduling & Coordination
- Document Management
- Project management
- MS Office & Banking Software
- Time Management

EXPERIENCE **HDFC BANK LIMITED** (PAYROLL HDFC SALES PRIVATE LIMITED)

ADMINISTRATION EXECUTIVE & HR Co-ordinator

September 2022 - Present

- Handled day-to-day administrative operations for the branch including office upkeep, vendor service and managing office supplies, inventory, and procurement of materials.
- Monitor the progress of ongoing repairs and ensure quality of service and completion within deadlines and Coordinate quotations, purchase orders, and contract renewals for repair and maintenance work.
- Assist in preparing and processing various administrative documents, such as memos, invoices, and contracts.
- Maintained updated vendor files and purchase records for audit and compliance purposes and helped with monthly reconciliation of department expenses.
- Assist with the recruitment process of candidates by sourcing candidates, performing background checks, assisting in shortlisting, joining formality & manage administrative tasks related to the new hire process.

IDEAFORGE TECHNOLOGY PVT. LTD (PAYROLL ADECCO INDIA PRIVATE LIMITED)

TRAINEE

October 2021 - April 2022

- Learned to create Product manual including technical, operating instructions and product overview.
- Learned Adobe's creative softwares such as photosho, illustrator and animate.
- Attended training courses to build understanding of processes and techniques.

EDUCATION **Bachelor of Commerce** - SIES College Of Commerce & Economics

May 2021 • 6.50 CGPI

- Child Vision Foundation [Volunteer] [January, 2019]
- Shelter Don Bosco [Volunteer] [August, 2019]
- Nature Club Sustainability [Volunteer] [2018-2019]

HSC - National Sarvodaya Jr. College

February 2018 • 75.38%

- Certification- M S office, Advance Excel, Tally GST

SSC - National Sarvodaya High School

March 2016 • 61.40%

- Certification- Elementary & Intermediate of Art

LANGUAGES

- English
- Hindi
- Marathi
- Punjabi

PERSONAL DETAILS

- Nationality - Indian
- Date of Birth - 18.09.2000