

Jyoti Singh

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CAREER OBJECTIVE

I would like to build a career with a technology driven organization which will help me to explore my knowledge and skills to contribute towards the growth of the organization and achieving best results.

WORK EXPERIENCE



Organization: Team Global Aircon Pvt Ltd

Feb 2023 – Present

Designation: Assistant Purchase Executive

Task and responsibilities:

- Coordination with the Vendors and Suppliers for purchasing of the items and compare their quotations with one another.
- With the help of team, daily monitoring the Stock for Supplies to the different Project Sites and check the availabilities.
- Develop and manage multiple vendors for the Projects.
- Prepare the PO's and the Excel sheets for the required items and track or manage their Deliveries.
- Support and coordinate with the various departments particularly with accounts with ease.

Designation: Office Coordinator

Tasks and responsibilities:

- Handling Front desk responsibilities and Maintain the employee's attendance.
- Maintain all the Office and Pantry expenses and shared data with the Accounts team.
- Procure all required office stationary & pantry items and maintain the expense record.
- Help pantry boys for basic grooming, office hygiene, housekeeping & food serving standards.
- Also, Involvements in Operational Tasks like Register and Enroll the Delegates for Training for ISO Standards like 9001, 14001, 45001 etc.
- Update and inform the delegates for the various training programs over mail or calls and follow ups for the payments.

Organization: UA Consultants**Nov 2020- May 2022****Designation: Office Coordinator**

Tasks and responsibilities:

- Manage all the Post sales and purchase data of the products
- Prepare all Invoices and all documents related to shipments.
- Coordinate and follow up with the trucker team and warehouse for pickups and deliveries.
- Listing and manage the inventory of the products over different portals like Charish, Amazon, Flipkart, Meesho etc
- Prepare and manage the Product catalogue for all the items
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Organization: Agdova Technology**Aug 2015- Jan 2017****Designation: Office Coordinator**

Tasks and responsibilities:

- Manage the inventory of the products over different portals like Amazon, Flipkart etc.
- Prepare all Invoices and all documents related to shipments.
- Follow up with the customers for feedback and shipment related queries.
- Procure all required office stationary & pantry items and maintain the expense record.
- Prepare the PO's and the Excel sheets for the required items and track or manage their Deliveries.
- Handling all the Admin related tasks.

Organization: Ienergizer**Oct 2014- July 2015****Designation: Junior Engineer**

Tasks and responsibilities:

- Provide technical trouble shooting of laptops, printers, desktops over the calls.
- Maintain all the information of customers and their queries.
- Customers Service – Knowledge share of the products

ACADEMIC DETAILS

B.Tech | 2009 – 2013

Full time course | Specialization: Computers Engineering
YMCA University, Faridabad

SSC | 2006 – 2007

HSC | 2008 – 2009 with Non.Medical

Modern Vidya Mandir Sr. Sec School

Faridabad

PERSONAL DETAILS

DOB: 27/Sep/1991

Marital Status: Married

Address: H.No-270/7, New Baselwa Colony, Faridabad