

CURRICULUM-VITAE

SARVAT SABRA

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CAREER OBJECTIVE.

To be able to use my knowledge ,experience, and skills for self growth and productivity of the organization I am employed with.

PROFESSIONAL EXPERIENCE.

Work Experience- Presently working with a Private Limited co. for the past 3 years in the capacity of office Coordinator, reporting to the Manager operation.

KEY RESPONSIBILITIES.

Job Profile: Operations involve wide range of responsibilities.

- ❖ *Giving support to Operation Manager in coordinating and managing the sales teams, MIS and performance data.*
- ❖ *Follow up with Sundry Debtor on out standings.*
- ❖ *Handling service deptt. Attending customer complaints and follow up.*
- ❖ *Clearing Tour report and maintaining Registers.*
- ❖ *Keeping track of spares and inventory of Machines.*
- ❖ *Handling imp rest cash for day to day expenses.*
- ❖ *Liaison with factory Manager on Dispatch of stocks.*
- ❖ *Follow up with Dealers on sales promotion.*
- ❖ *Preparing tenders.*

ACADEMIC QUALIFICATION:

- ❖ *Complete Graduation from M.J.P Rohilkhand University in 2008.*
- ❖ *Intermediate from U.P. Board in 2001.*
- ❖ *High school from U.P. Board in 1999.*

COMPUTER SKILLS:

- ❖ Ms-Office (word, excel, power point).
- ❖ Internet Surfing.

PERSONAL DETAILS:

- ❖ Father's name : Mr. Hasan Haider
- ❖ Date of Birth : 23rd May 1984.
- ❖ Nationality : Indian
- ❖ Hobbies : Watching Television and Listening to Music.
- ❖ Gender : Female
- ❖ Marital status : Married
- ❖ Languages Known: English, Hindi, Urdu.

DECLARATION:

I hereby declare that the above information provide is correct to the best of my knowledge.

Date:

(Sarvat Sabra)