

CURRICULUM VITAE

CHETAN BHARTOLA

E-MAIL ID: CHETANBHARTOLA@GMAIL.COM

PERSONAL PARTICULARS

DATE OF BIRTH : 30TH JANUARY, 1993
DOCUMENTARY ADDRESS : H. NO. 23, 41 B.N P.A.C, TYPE-I, GHAZIABAD
PERMANENT ADDRESS : V.P.O : KHATALGAON, TEHSIL-BHIKYASEN,
DISTRICT-ALMORA, UTTARAKHAND
PRESENT EMPLOYER : EASY SOURCE HR SOLUTIONS PVT. LTD.
LINGUISTIC ABILITIES : ENGLISH & HINDI
HOBBIES : TRAVELING
CONTACT NO. : +91-8447251998 / +91-9654099921



CAREER OBJECTIVE

Practices for the growth of the organization in competitive global market and aspire to make a career in ADMIN & OPERATIONS as a manager level, where i can cope up with challenging tasks with innovative ideas.


















EDUCATIONAL QUALIFICATIONS

NAME OF THE EXAMINATION	SCHOOL/BOARD
10 TH	POLICE MODERN SCHOOL, C.B.SE BOARD
12 TH	POLICE MODERN SCHOOL, C.B.SE BOARD
B.COM (Correspondence)	SHOBHIT UNIVERSITY, MEERUT (2014)

CURRENT & PAST EMPLOYER

-  GL Management Services Pvt. Ltd. as Admin, Client Support Executive & HR Executive from 5-July-12 to 31-July-2016
-  Currently working with National Stock Exchange of India Ltd. (Education Dept.) on payroll of Easy Source Solutions Pvt. Ltd. as DEO from 05-Oct-2016 to till date

ADMIN RESPONSIBILITIES & AUTHORITIES ARE AS FOLLOWS:-

-  Respond to inquiries
-  Telephone, electricity, office stationary (New Connection - Vodafone)
-  Regular supervision on housekeeping
-  Maintaining all official records
-  Check & reply all e-mails on daily basis, in order to make sure no mail remain non- responded by the end of the business day
-  Maintain relation with clients by taking client feedback once in a week
-  Look for response of same and coordinate for action with concerned department
-  Any other responsibility in office as assigned by superiors
-  Manage the repair and maintenance of computer and office equipment
-  Dispatch & keeping the records updated
-  Complete printings of letterheads & business cards
-  Access cards coordination with HO & employees
-  Coordinating with the facility providers/vendors
-  Corporate new connection for the employees (Vodafone & Airtel)
-  Comparing the quotations from vendors, recommending best supplier/vendor after negotiations and sending to Directors for approval
-  Daily update with site supervisor and send it to HR Manager & to DGM.
-  Received supervisor & MST weekly report to be feed in excel file.

☞ **HR RESPONSIBILITIES & AUTHORITIES ARE AS FOLLOWS:-**

- ☞ Document enters in visual pay software including scanning of joining kit.
- ☞ Preparing various letters like offer letter, appointment letter, confirmation letter
- ☞ Track the daily attendance of the head office & ops team employees
- ☞ Online Generation of ESIC number for new joiner
- ☞ Processing monthly attendance for staff working on sites
- ☞ Preparation of full and final settlement
- ☞ Generating relieving, experience letters and salary certificates.

☞ **CLEINT SUPPORT EXECUTIVE RESPONSIBILITIES & AUTHORITIES ARE AS FOLLOWS:-**

- ☞ Axis Bank Repair & Maintenance quotation note down from circle site manager on telephone & noted quote send to Axis Bank clients (Circle C.R.E.S {U&M} Team) by adding profit margin on given cost.
- ☞ After receiving approval from C.R.E.S (U & M) team & from branch end releasing payment to circle manager for work to be done at branch by taking approval from DGM or Directors of company .
- ☞ Once received work done copy from circle manager confirmed the same that work has done or not at branch from branch head or operations head (Axis Bank)
- ☞ Work done copy to be submitted to accounts department for monthly billing purpose and for adjustment of cost given to circle manager.

☞ **DATA ENTRY OPERATOR AUTHORITIES ARE AS FOLLOWS:-**

- ☞ Registration of candidate for NSE Certification in Financial Markets at NCFM portal online
- ☞ Entering fees receive from college / Individual for exam
- ☞ As per request received from Corporate (Like School & University) scheduling online exam and forward the same to H.O team at Mumbai for opening enablement test Centre for a particular date
- ☞ Document verification for approval of NISM certificate conducted by NSE (Renewal process of certificates - Mutual Fund, Equity Derivative, Currency Derivative & SORM etc.)
- ☞ Arranging stationery items and food stuff for CPE one day training program at NSE premises
- ☞ Sending mail on a daily basis to all companies for renewal of certificates of their employees and informing them for upcoming training programs via mail.
- ☞ Guiding students about NSE education program conducted at NSE or Online
- ☞ Check & reply all e-mails on daily basis, in order to make sure no mail remain non- responded by the end of the business day
- ☞ Any other responsibility in office as assigned by superiors
- ☞ Dispatch & keeping the records updated

EXTRA COMPUTER / OTHER KNOWLEDGE

- M.S-office (Basic MS Word & Outlook)
- Having knowledge of internet.
- Typing Speed - 30-35 WPM

☞ PERSONAL STRENGTH

Over the years an excellent platform to train myself to handle complex and formidable tasks single handedly with the latest knowledge through various on job and has nurtured a positive attitude in my approach towards work during severe pressure and stress conditions. The vast and rich experience in the field has enabled me to adapt new and challenging roles with relative ease. A relentless die-hard approach in achieving self as well as organizational established goals and an extreme sense of devotion to duty and loyalty to the organization has been my hallmark of my carrier. Excellent communication and presentation skills. Pleasing and presentable personality. Good planner with a high level of energy and initiative. Result oriented individual. Willing to travel pan india for work and imparting training to team. Excellent team management skills. Good motivator & people manager.

☞ REASON FOR JOB CHANGE

☞ Looking for better opportunity

(CHETAN BHARTOLA)