

Rinku Bhandari

F-3/161&162 Ground Floor sector 16 Rohini Delhi 110089

Email Id – rinkubhandari456@gmail.com

Contact Number – 8287459346

Career Objective

- ❖ To be a successful professional in a Globally Respected Company and to achieve the objectives of the company with honesty and fairness and to continuously upgrade my Knowledge and Skills.

Work Experience

- ❖ Currently employed in **Hindustan Coca-Cola Beverages Pvt. Ltd** from June 2010.

Hindustan Coca-Cola beverages Pvt. Ltd is the largest bottling partner of **The Coca-Cola Company in India**. It is a part of The Coca-Cola company's Bottling Investment Group (BIG) and responsible for the manufacture, package, sales & distribution of beverages under the trademarks of The Coca-Cola Company.

Roles & Responsibilities

1. Monthly MIS, Networking with internal employees. Technician & Customers.
2. Maintaining Daily/Weekly/Monthly reports.
3. Receiving & Solving customer complaints.

- ❖ **ATS services Pvt. Ltd** from September 2007 to May 2009.

Roles & Responsibilities

1. Handling corporate customer & clients to make the calls of Welcome Process.
2. Assisting Team Leader for preparing various reports i.e. team performance on monthly basis and AHT on daily basis.
3. Achieving more than 120% of given target.

Educational Qualification

- ❖ Passed Senior Secondary from Kendriya Vidyalaya in year 2006.
- ❖ Passed High School from Kendriya Vidyalaya in year 2004.
- ❖ Graduation from D.U.

Computer Knowledge

- ❖ Work on MS Application.
 1. Excel
 2. Word
 3. PowerPoint
 4. Outlook

Personality Traits

- ❖ Highly motivated and eager to learn new things.
- ❖ Ability to produce best result in pressure situation.
- ❖ Excellent communication skills in written and verbal both.
- ❖ Ability to work as individual as well as in group.

Personal Details

- ❖ Father's Name Late Kishan Singh Bhandari
- ❖ Date Of Birth 09 August 1989
- ❖ Marital Status Single
- ❖ Language Known Hindi & English

Date-

Place-

SIGNATURE

(Rinku Bhandari)

