

PRAHALAD BHARTI

❖ Dwarka Sector 19

❖ Mo. 7654911259

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PROFESSIONAL SUMMARY

Results-oriented Back Office Executive with 1 years 5 Month of experience in managing and organizing back-office operations. Skilled in implementing efficient systems and processes to improve productivity. Strong ability to analyze data and generate reports for management. Excellent communication and organizational skills. Proven track record of streamlining operations and achieving business goals.

SKILLS

Time Management

Organization skills

Problem – Solving

Microsoft office all Tools

Attention to detail

Data analysis

Communication

Teamwork

WORK HISTORY

BACK-OFFICE EXECUTIVE 2021 - 2022 faber Franke Home Appliances (AR India Service Center, South Delhi Near Saket metro Station)

- Managed and organized back-office operations. Coordinated with different departments to ensure smooth workflow
- Implemented efficient systems and processes to improve productivity
- Analyzed data and generated reports for management

OPERATIONS MANAGER 2022 – oct 5 faber Franke Home Appliances (Royal Kitchen Care Home Appliances RO)

- Supervised and trained a team of back-office staff
- Developed and implemented strategies to streamline operations

- Managed customer inquiries and resolved issues

- Collaborated with cross-functional teams to achieve business goals

ADMINISTRATIVE ASSISTANT 01/2000 to 01/2005 123 Enterprises, Chicago, Illinois

- Provided administrative support to the management team
- Maintained and updated records and databases.

- Scheduled appointments and managed calendars

- Prepared and edited documents and presentations

EDUCATION

Bachelor of Computer Application (BCA), Final year student 2022 - 2025 Ram Krishna College Madhubani

University of LNMU Darbhanga

12th BSEB Patna Examination pass out 2022 80%