

DEEPTI BHARDWAJ

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House No: 470, New Hudda
Sector - 2, Palwal
Distt.-Palwal, (Haryana)



CARRIER OBJECTIVE

Seeking a position with a dynamic organization, where I can learn as well as contribute to the growth of the Organization with my activities, Knowledge & managerial skills.

EXPERIENCE & EMPLOYMENT BRIEF

Worked with "M/s R. K. ELECTRICALS INDUSTRIES INDIA LTD." Brand
"KALINGA CABLES" Sonipat(Hr.)

1st of August 2000 to 20th February 2002

Company Profile:-

Kalinga Cable is a manufacturer of cables for railway & telephone

Designation:- **Computer Operator cum Q.A. Assistant**

Job Responsibilities:-

- All type of office works
- Invoicing
- Maintained ISO record manually

EXPERIENCE & EMPLOYMENT BRIEF

Shivam Motors

May 2002 to January 2008

Company Profile:-

Started Carrier with Shivam Motors (Authorized Dealership of Swaraj Mazda. Swaraj Mazda is a big brand Fabricator for buses/trucks& supplies the product& parts to Dealers.) as a Office Coordinator being promoted after Two year as a **Branch Head**

Designation:- **Branch Head**

Job Responsibilities:-

-
- * Manpower planning as per the requirement of my independent branch
- * Customer satisfaction thru best commitment
- * Recovery from creditors
- * Grabbing our customers new & old
- * Main focus to increase sale & service
- * Deals with Insurance companies for new & renewals
- * Deals for finance with Pvt. Bank & Nationalize Bank
- * Preparation of Monthly Reports of the Branch
- * Physical Verification of Store & Inventory with compliance Reports
- * Follow up with Customers.
- * Taking feedback from Customers
- * Send & revert mails
- * Fixed Client Meeting with Director
- * Direct reporting to Director

EXPERIENCE & EMPLOYMENT BRIEF

Worked with "M/s H.K.S. Automobiles Pvt. Ltd." Palwal

Jan. 2008 to 12th of August 2012

Company Profile:-

H.K.S. Automobiles Pvt. Ltd. Isan Authorized Dealership of Swaraj Mazda. H.K.S. is having its own Fabrication Plant for Trucks & buses & supplies the stock to Company.

Designation:- Branch Head cum Administrator

Job Responsibilities:-

- * Manpower planning as per the requirement of my independent branch
- * Customer satisfaction thru best commitment
- * Recovery from creditors
- * Grabbing our customers new & old
- * Main focus to increase sale & service
- * Deals with Insurance companies for new & renewals
- * Deals for finance with Pvt. Bank & Nationalize Bank
- * Preparation of Monthly Reports of the Branch
- * Physical Verification of Store & Inventory with compliance Reports

Accounts Activities

- * **Invoicing, Bank Reconciliation, Day Book, Maintained Cash, Maintain Balance in Bank also.**

EXPERIENCE & EMPLOYMENT BRIEF

Presently working with "M/s Futureways Automotives" Okhla

Sep.2012 to Jan.2014

Company Profile:-

Futureways Automotives Is an Authorized Dealership of Hindustan Motors which makes ambassador car & loading commercial Vehicles & supplies the product to Dealers.

Designation:-Administrator

Job Responsibilities:-

- * Manpower planning in the concern of M.D.
- * Customer satisfaction thru best commitment
- * Grabbing our customers new & old in sales & servicing
- * Main focus to increase sale & service
- * Deals with Insurance companies for new & renewals
- * Makes the purchase order for new Vehicles & spare parts
- * Communicate with colleague, clients & H.M. members
- * Communicate with financiers for payout
- * Deals for finance with Pvt. Banks & Nationalize Banks
- * Preparation of Monthly Reports of the Branch
- * Physical Verification of Store & Inventory with compliance Reports
- * Solve the analytical problems in the absence of my senior's
- * Manage all situation in the absence of boss & leave ascertain of manpower

EXPERIENCE & EMPLOYMENT BRIEF

Presently working with "M/s PMI COACHES PVT. LTD" Dharuhera

Feb.2014 to till date

Company Profile:-

PMI Coaches Is a fabricator for Tata Motors & also fabricate the Pvt. Buses.

Designation:- PURCHASE MANAGER CUM OFFICE EXECUTIVE

Job Responsibilities:-

- * Makes the purchase order
- * Follow up for the material incoming & remaining qty.
- * INVOLVE IN HR ACTIVITY ALSO
- * PAYMENT RECONCILIATION WITH ACCOUNTS & CLIENTS.
- * DAILY ROUTINE REPORTS PREPARATION
- * PETTY CASH HANDELLING
- * STORE INVOLVEMENT
- * VISITORS INTRACTION
- *

Accounts

- * Invoicing, Bank Reconciliation, Day Book, Maintained Cash, Maintain Balance in Bank also.

EDUCATIONAL QUALIFICATION

- Pursuing Law from **"SHRI GIRIRAJ MAHARAJ MAHAVIDYALYA"** Mathura.
(**DR. B.R. AMBEDKAR UNIVERSITY OF AGRA**)
- Passed MBA from **"NATIONAL INSTITUTE OF BUSSINESS & MANAGEMENT"** *Delhi.*
(Particularly in HR)
- Passed BA from **"M. D. UNIVERSITY"** Rohtak
- Passed 12th from **"H.B.S.E."** Bhiwani
- Passed 10th from **"H.B.S.E."** Bhiwani

COMPUTER SKILLS

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|-----------------------------|---|--|
| ❖ COMPUTER BASICS | : | Fundamentals of Computer, MSOffice
(MS-Word, Excel and PowerPoint) Ms- DOS
and Internet Knowledge, |
| ❖ Database | : | Ms-ACCESS |
| ❖ Programming | : | Fox- Pro 2.6, |
| ❖ Operating System | : | Windows XP, Windows 98-2007 |
| ❖ Accounting Package | : | Tally 4.5, Tally 7.2 |
| ❖ Others | : | Companies Computerized Software |

PERSONAL PROFILE

Father's Name	:	Late Sh. J. N. Bhardwaj
Sex	:	Female
Religion	:	Hindu
Date of Birth	:	15 th of May, 1982
Nationality	:	Indian
Caste	:	Brahman
Marital status	:	Spinster
Potentials	:	Interact with People
Language Known	:	English & Hindi
Salary expected	:	Negotiable

Date : ----/---/-----

Signature

Place :

[DEEPTI BHARDWAJ]