

Neha Bisht

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Objective

To be a part of an organization that offers a challenging work environment with continuous learning opportunities and holistic growth prospects and contribute to the firm's development through my technical and soft skills and in the process enhance my knowledge.

Education

- B.com, Delhi University (2012-2015)
- NPTT (2013-15)

Experience

[June, 2019] – [June, 2021]

Assistant | Doordarshan Bhawan, New Delhi

- Worked well independently and on a team to solve problems.
- Served as a friendly, hardworking, and punctual employee.
- Assisted the Administration Head with any required duties.
- Handled correspondence, filing systems, and calendar plans.
- Generating bills in BATS software.
- Typing official letters.
- Assisting in filling GSTR1 using BOLTON software.
- And Other GST related tasks.
- Collecting & Maintaining data from SNOs & DDOs for preparing Commercial billing monthly report.

[Aug, 2017] – [May, 2019]

Sales Co-ordinator & Admin | Air Creation India | Model Town, Delhi

- Exhibited excellent self-discipline and self-management skills.
- Keeping track on queries in India Mart, Just Dial & Trade India.
- Converting queries into leads.
- Preparing Quotation, Bills, Invoices.
- Content writing for company's website.

- Dealing with correspondence complaints and queries of clients.
- Achieving monthly targets.
- Successfully managed sales team of several people to meet and achieve sales goals.
- Led sales department with a can-do attitude and high quarterly sales.

[Jun, 2016] – [Jul, 2017]

Project Assistant | PVR Nest | Gurugram

- Worked to ensure successful project execution according to established objectives, timelines, and costs.
- Worked in collaboration with the senior project manager to define project goals and establish a timeline and plan to achieve them.
- Created detailed plans and frequently monitored progress to assure project goals were met.

Skills

- Communication Skills.
- Ability to Work under pressure.
- Customer service.
- Leadership.
- Adaptability.
- Computer Skills.
- Fast Learner
- Problem Solver.

Hobbies

- Travelling & Gardening.

Personal Details

D.O.B: 13-12-1993

Marital Status: Married