

RESUME



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Carrier Objective

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, Skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

Professional Summery

A dynamic professional with esteem experience in Operations Management, Customer Relationship.

Proven abilities in ensuring that the process or passes achievement of delivery & service quality norms for all valuable clients, Sound knowledge of all the parameters of business, operations, MS-Office, MS Excel. Steering continuous interaction with the customers to make sure that area of concern can be worked upon for improved service levels.

Professional Experience

Organization : Usha Iron Works
Designation : HR Manager cum Administrator
Period : May 2015 totilldate
Company Profile: Usha Iron is a Manufacturer of supplier of Sofa & Chairs.

Job Responsibilities:

- Recruitment & Selection according to JD, Timely appraisal, grievances solution Joining formalities, Salary preparation, Bouns, F& F.
- Salary Designing.
- Grievances Solution relevant Salary, EPF, OT, ESI Etc.
- Statuary Compliances – EPF & ESI Monthly ECR Generate & Filling Along with Lwf Return.
- Making Delivery Challans & Dispatch Bills, Purchase Entries in GST-Tally
- Purchase Order, Follow Up for Material incoming, Vendors Payment Reco, Entries in Tally for Petty Cash & Sales Purchase.
- Assist and support administrative staff in their day to day operation.
- Coordinate with clients through Emails, Telephonically in concern of deals.
- Prepare and reconcile customer balances & Correct discrepancies in customer account balances
- Mig Wire & Co2 Consumption Report, Attendance Verification Physically, GRN Entries with Purchase Invoice, Security Sup. & Guards Handling.

Organization : PMI Coaches Pvt. Ltd
Designation : Purchase Manager cum Office Executive
Period : Feb2014 to May 2015
Company Profile: PMI Coaches is a fabricator for Tata Motors & also fabricate the Pvt .Buses.

Job Responsibilities:

- Invoicing, Bank Reconciliation, Maintained Day Book Cash, Balance in Bank also.
- Makes The Purchase Order as well as Follow Up For the Material Incoming & Remaining Qty.
- Involve In HR Activity Also
- Payment Reconciliation with Accounts & Clients.
- Daily Routine Reports Preparation
- Petty Cash Handling, Store Involvement, Visitors Interaction

Organization : Future ways Automotive.

Designation : Administrator

Period : Sep2012 to Jan 2014

Company Profile: Future ways Automotive Is an Authorized Dealership of Hindustan Motors which makes ambassador car & loading commercial Vehicles & supplies the product to Dealers.

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 situations in the absence of manager & leave as certain of manpower.

Organization : H.K.S. Automobiles Pvt. Ltd.

Designation : Administrator

Period : Jan2008 to August 2012

Company Profile:

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

Job Responsibilities:

- Invoicing, Bank Reconciliation, Day Book, Maintained Cash, Maintain Balance in Bank also.
- 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 with Physical Verification of Store & Inventory.

Organization : Shivam Motors

Designation : Administrator

Period : May2003toDec2007

Company Profile: Shivam Motor is an Authorized Dealership of Swaraj Mazda. Swaraj Mazda is a big brand Fabricator for buses/trucks & supplies the product & parts to Dealers.

Job Responsibilities:

- Manpower planning as per the requirement of my independent branch.
- Customer satisfaction by providing excellent service & Recovery from credit or by using the excellent skills.
- Providing the excellent services to our customers and building a good relation in order to get the more business for the organization.
- Deals with Insurance companies for new as well and for renewals & Deals for finance with Pvt.Banks & Nationalize Banks.
- Main focus to increase the sale for the organization & Preparation of Monthly Reports of the Branch.
- Physical Verification of Store & Inventory with compliance Reports

BASIC ACADEMIC QUALIFICATION

Qualification	Board/University	Year
Master Of Business Administration(HR)	National Institute Of Business & Management	2011
Bachelor Of Arts	M.D. University	2003
12 TH	HBSC	1998
10 TH	HBSC	1996

IT PROFICIENCY

- Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- Internet Browsing
- Database: MS-Access
- Programming: FOX-Pro2.6
- Accounting Package: Tally

PERSONAL DETAILS

- Father's Name : Lt. Sh.J. N. Bhardwaj
- Sex : Female
- Date of Birth : 15-05-1982
- Language Known : English& Hindi
- Marital Status : Single
- Nationality/Religion : Indian
- Interest & Hobbies : Reading Books
- Permanent Address : H.No. 1016, Hudda
Sector-2, Palwal, Distt.Palwal
(Haryana)

DECLARATION

I do here by declare that hear above information is true to the best of my knowledge.

Place:.....

Deepti Bhardwaj

Date:

(Signature)