

Aayushi Garg

Sector-19, Noida| Email Id: aayushiirg@gmail.com| Mob: 8010258365

Career Objective

Looking forward for challenging and enriching role in the field of procurement and strengthen the overall organizational performance that drives towards profits.

Profile Summary

- Possess in-depth knowledge of secretarial role, logistics operation and proposal preparation.
- Expertise in handling multiple vendors for different products and carrying out vendor assessments.
- Good negotiating and coordinating skills that helps in meeting the targets and deadlines.

Professional Experience

MediaGuru Consultants Pvt. Ltd., Noida

Executive Operation

Feb, 2014 till present

- Bidding on public and private tender and prepare cost effective solution with the help of technical team.
- Process purchase requisitions / orders within purchasing authority.
- Identify the most profitable and cost effective supplier and initiate business relationship.
- Negotiate with vendors for most advantageous terms and conditions.
- Release orders of necessary goods and services.
- Finalize details of orders and deliveries.
- Maintaining and reviewing all records of purchased goods, including their costs, deliveries and inventories.
- Coordinate with agents or freight forwarders to ensure smooth and on time delivery of goods and services.
- Perform risk management regarding supply contracts and agreement.
- Develop and maintain constructive and cooperative working relationships with colleagues and management.
- Managed busy calendar, coordinated meeting schedule.
- Successfully coordinated visa, travel and hotel arrangements.
- Prepare MIS report monthly and annually basis.
- Update CRM and follow up with sales team on lead status.
- Maintaining good relationships with internal and external business associates.

- Coordinated and set up conference calls, board and management meetings, corporate agendas, special events and travel arrangement for top executive.
- Answered of incoming calls and in-person inquiries from clients and colleagues.
- Maintaining CEO calendars and diaries.
- Got quotations for the assigned activities to achieve the business objectives.
- Plan and coordinate corporate luncheons and develop presentations for related meetings.
- Maintained and updated clients database.
- Assisted with special event planning.
- Liaising with different departments.
- Coordinating with builders & other channel partners.
- Provided after sale services & documentation.

Investors Clinic Infratech Pvt. Ltd., Noida Expressway
As an Operations Executive

April 2011-Oct, 2011

Key Result Areas:

- Effectively handled the team consisted of 6 members.
- Handling customer queries and provides solution to them.
- Process monthly expense report reflecting supportive document and budget.
- Prepare and maintain weekly performance report and share with other department.
- Maintained DSR Report and forwarded to Director.
- Updated and maintain CRM data.

Summer Internship

Organization: Teva API India Ltd, Gajruala

Duration: 45 days

Title: Payroll Management

Description: Working on software and understand how we calculate the salary and what deduction has been made.

Key Learning: Gained practical knowledge in understanding the human resource and Payroll procedure and time office management.

Education Background

2011	MBA (HR & Finance) from Harlal Institute of Management & Technology, Greater Noida, U.P.
2009	BBA from KCMT College, Bareilly with 75%
2006	Intermediate from R.I.C School, Dhanaura with 64%
2004	High School from R.I.C School, Dhanaura with 54%

Academic Achievement

- Secured First Position in Post-Graduation in 2010 with 76%.
- Recognized as one among the top 10 rankers in the academics in the Bachelors Program in KCMT College, Bareilly.
- Grabbed top positions in Inter-School and Inter-House Dance Competitions.
- Bagged Full Attendance Award at College Level in 2011.

Personal Details

Date of Birth: 8th May 1990
Permanent Address: Sector-19, Noida-201301
Languages Known: English and Hindi

Declaration

I certify that the information furnished by me above is correct to the best of my knowledge and belief. I am willing to meet you, if you need further clarification about my resume.

Date:

Name

Place: Noida

(Aayushi Garg)