

## RESUME

### **Devender Bisht**

Address : Plot No. 398, Flat No. 103,  
Sector-5, Vaishali, Ghaziabad (U.P.)

**Contact No. 9310572243**

E-mail: [dev1bisht@yahoo.co.in](mailto:dev1bisht@yahoo.co.in)

---

#### **Educational Background:**

- \* B.A. (Pass) from Delhi University
- \* 10+2, C.B.S.E, Delhi
- \* 10th, C.B.S.E., Delhi

#### **Key Skills: Secretarial/Administrative Functions:**

Current Industry: Chemical Manufacturing Industry.

#### **Current Functional Area: Office Coordinator**

**Current CTC: 4.40 Lac per Annum**

Current Location: New Delhi

Location Preference: Delhi/NCR

#### **IT/Secretarial Skills:**

**"Diploma in Computer Programming" from Priyadarshini Institute, Pragati Maidan, New Delhi.**

- \* Operating System (Win NT, 2000 & XP), Ms-Office Tools, RDBMS (Ms-SQL, Ms-Access), MS-Project.
- \* Accounting (Tally 5.4, 7.2) & SAP-Sales & Marketing/Logistics & SAP-CRM.

**\* Knowledge of Shorthand & Typing speed: 45 w.p.m.**

#### **Summary of Skills and Experience:**

An incisive professional with approx 08 years of experience in administrations/Secretarial. Currently associated with **C.P. Kukreja Architects (CPKA) as a Office Coordinator to 2016 to till date.** Strong organisational abilities with adeptness in handling secretarial functions. Excellent numerical abilities & ability to work under pressure. Knowledge & skills with various regulatory bodies & institutions.

#### **Experience:**

1. **April, 2016 – to Till date at C.P. Kukreja Architects (CPKA) –Building and Infrastructure Design Consultancy Firm.**

#### **Job Profile: Coordinator (Reporting to Senior Management)**

Handling Bulk Mails (Centralized Mails Data) and scrutinized (Both Incoming & Outgoing) of the Company, Collecting Information through Internet and Phones, Transferring Heavy Data through Link usage, Manage office calendar, post interaction with both internal and external executives as well as consultants & Customers to coordinate meetings.

- \* Travelling & conveyance arrangement and accommodation for middle & top level management individuals.

\* Drafting Letters, Prepare Power Point Presentation, Reports in excel format, agenda, coordinate and manage arrangements for events and conferences prioritize and manage multiple tasks simultaneously and follow through on issues in a timely manner.

\* Prepare meeting documents and presentation materials. Record minutes of meetings and prepare follow-up documentation and outgoing mail wherever necessary.

**2. April, 2008 - Till 2016 at M/s Sudarshan Chemical Industries Ltd., New Delhi-Pigment & Pearl Colour Manufacturing Company.**

**Job Profile: Executive Assistant to Director**

\* Manage office calendar, maintaining confidential records, post interaction with both internal and external executives as well as consultants & customers to coordinate work flow and meetings.

\* Prepare agenda, coordinate and manage arrangements for events and conferences prioritize and manage multiple tasks simultaneously and follow through on issues in a timely manner.

\* Prepare meeting documents and presentation materials. Record minutes of meetings and prepare follow-up documentation and outgoing mail wherever necessary.

\* Travelling & conveyance arrangement and accommodation for middle & top level management individuals.

\* Negotiate / purchase inventory of artworks and other general and specific items. Settlement of expenses as and when required and collecting information through different sources.

\* To take care of all admin work i.e. House Keeping, Security, drafting letters, file management, Handling IT equipment, Fax, Gensets, Internet services and Liaisoning work with Govt. Organisation, Handling queries of customers and reply them on proper manner, Follow-up and maintaining records of 'C' & F Forms and day to day activities.

\* **Other Multiple Tasks** – Order processing & Billing on SAP, Coordinate with Factory/ Depot peoples, Sales Coordination Work with Customers and Sales Team/Factory-Tracking and maintaining records, Pending and dispatching records, Follow-up for payment, Generation of Test Report, Manage and Maintain Samples through CRM Portal and Co-ordination with H.O., Sales Team as well as Customers and General Accounting as per requirement by the management.

**3. September`2005 - March `2008 at M/s. Oasis Realtors Pvt. Ltd., Ghaziabad. (Real Estate –High Rise Construction Company)**

**Job Profile: Personal Assistant to Managing Director**

\* Prepare minutes of meetings and prepare follow-up documentation and outgoing mail where necessary.

\* Maintaining records of the customers & confidential records of the Director.

\* Prepare reports of the construction progress and requirement, Construction Format, Chart table, estimation report with the Project Manager whenever required.

- \* Take dictation both manually and directly on system & translate/prepare with speedy & efficiency.
- \* To take care of all admin work i.e. drafting letters, file management etc.
- \* Prepare Agreements & Tenders amendments.
- \* Create official format related to sales & marketing & constructions.
- \* Prepare itinerary for travel & arrange logistics and accommodation for executive management and high-level dignitaries required.
- \* Negotiation/ purchase inventory and other general and specific items. Settlement of expenses and provide the justification to officials.
- \* Operate Tally & makes accounts vouchers both manually & computerized.

**Personal Information:**

Father's Name : Shri S.S. Bisht  
Date of Birth : 10.07.1978  
Sex : Male  
Marital Status : Married  
Nationality : Indian  
Languages Known : Hindi & English

Date :

Place :

**(Devender Bisht)**