**CURRICULUM VITAE**

**DHAIRYA BHARDWAJ**

**Address**: 10B, J n K Extension, Laxminagar, New Delhi, 110092

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OBJECTIVE

A growth oriented position in professionally managed and dynamic organization, which provides opportunity for development and responsibilities to contribute towards organization’s success.

***PROFESSIONAL WORK EXPERIENCE:***

***ELECTION COMMISSION of INDIA***

**EMS SOFTWARE TRAINER**

From Feb 2019 – present

Job Responsibilities

* Handling the state issues related to EVMs.
* Worked for SUVIDHA application.
* Co-ordinate with assigned officers for Cvigil.
* Interacting with the concerned Returning Officers and Assistant Returning Officers in the counting process in voting.
* Deliver training to the state’s concern for the EMS software.

GARUN REALTY PRIVATE LIMITED

Project Manager (PM)

From Mar 2018 – January 2019

Job Responsibilities

* Assembling and Leading Project Team.
* Ensure all the projects are delivered on time within budget.
* Time management.
* Monitoring progress.
* Ensure resources availability and allocation.

**SAMSUNG MOBILE INDIA, NEW DELHI, INDIA**

**Samsung Product Consultant**

From Nov 2014 to Feb 2018

**Job Responsibilities**

* Interacting with the customers and meeting with their needs.
* Giving information to customers about products.
* Meeting company's target every month.
* Controlling the stock of the handsets.
* Accurately completing log book transactions.
* Representing the brand in a professional and positive manner

SPAR(White Cross Filling Station), Leeds, United Kingdom Customer Care Executive (CCE)

From Oct 2012-Dec 2013

SPAR(White Cross Filling Station), Leeds, United Kingdom Customer Care Executive (CCE)

From Oct 2012-Dec 2013

Job Responsibilities

* Greeting Customers and be personally available to all customers and communicate and identify their needs and address their queries.
* Being responsible for processing cash and card payments and balancing cash registers with receipts.
* Maintain store as per International standards like housekeeping, main- tains issues, Visual merchandising etc.
* Be involved in stock control and management.
* Responsible dealing with customer complaints.
* Keeping up to date with special promotions and putting up displays.

EDUCATION

* **Completed M.Sc in Finance and management from Leeds Beckett University, England, United Kingdom, 2013.**
* **Graduated in Bachelor of Business Administration from Chaudhary Charan Singh University, Meerut, Uttar Pradesh, 2012.**
* **Passed High school and senior secondary from Translam Academy International, Meerut, Uttar Pradesh, 2007 and 2009 respectively.**

PROFESSIONAL QUALIFICATION

* **Certified Personal Trainer from K11 Academy of Fitness Sciences, New Delhi,INDIA, 2018.**

ADDITIONAL CERTIFICATIONS

* **Certified CardioPulmonary Resuscitation(CPR).**
* **Automated External Defibrillators(AED).**

SKILLS

* Strong team-working, leadership, extrovert and supervisory skills through group work at college and workplace.
* Self – motivated individual with strong interpersonal skills.
* Learning Attitude in life drives me to perform better.
* Excellent Communication and Presentation Skills.
* Honest and hardworking.
* Highly enthusiastic individual who has a strong desire and commitment to achieve both personal and professional goals.
* Dependable and trustworthy.
* Punctual and always on time for work.

PERSONAL DETAILS

Father’s Name: Manoj Bhardwaj Mother’s Name: Nigam Bhardwaj Date of Birth: 18 August 1992

Hobbies: Playing cricket, reading books, working out at gym and listening music. Marital status: Single

Nationality: Indian

Languages Known: English, Hindi.