**USHA BHANDARI** Mobile number :9818015039

Email Address : ushabhandari75@yahoo.com

**Professional summary**

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Ability to produce better output with available resources and time, work well in a team or individually, quick learner, willing to take initiatives and optimistic by nature.

**Personal Details & Educational Qualfications**

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* School: Class XII 73.00% Kendriya Vidyalya sector 2
* College: Bsc in Physics from DU (Motilal Nehru College (Morning))
* Nationality: Indian
* Address: Q no 667 Sector 1 R.K Puram New Delhi

**Skills**

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* Knowledge in computer (M S Word, M S Excel (Vlokup, Hlook up, pivot table, pivot chart, SumIf, CountIf), MS Power Point, Handling mails, browsing and searching
* Done 4 month computer and Typing course includes M.S. Office, Excel and Advance Excel
* Operating System: Windows XP/7/8/10
* Language for Speech: Hindi, English
* Typing speed (35-40 w.p.m.)

**Interest**

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* News, Reading Books, Playing Chess

**Experience**

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2 year experience as a Assistant Legal in Dalmia Continental Pvt Ltd-

Responsibilities:-

* Coordinate with clients for payments via phone call or mails and sales executives, sales manager for agreements via phone call or mails.
* Supported Lawyer with daily functions.
* Analyzed departmental documents for appropriate distribution and filing.
* Worked directly with departments, clients, management to achieve result.
* Writing **legal** documents, such as affidavit, agreements, MOA &AOA (Memorandum of Association & Article of Association), as well as standard secretarial duties, that might include answering phones and email in Outlook,

1 year experience in Debts Recovery Tribunal

Responsibilities:

* Maintained computer and physical filing systems.
* Maintained daily cause list, diary entry.
* Made order and notices
* Upload the cases online on the DRT website

1 month and 10 days experience in Setron India Pvt Ltd

* Preparation of quotations according to the sale requirement.
* Preparation of Performa Invoice for the order
* Follow up with the clients via mails or over the phone.
* Coordinating with Logistics department for product delivery.
* Taking the notes from M.D and doing mails.
* Diary management
* Typing documents

**DECLARATION:**

**I hereby declare that the details provided by me in this resume are correct and I have knowingly not omitted/ misrepresented any information.**

**Date: Time: Place:** New Delhi **Signature: **