**RESUME**

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| **BHAVNA**  9711513411  **bhavnakumari2002@gmail.com** |

**Career Objective**

Challenging growth oriented opportunities in a progressive company, where my skills and knowledge are effectively utilized to improve operation and contribute to success of the organisation.

**Work Experience**

**One Step Up Education Services Pvt. Ltd.**

**Job Start Date: 21st Aug 2015 till date (Serving notice period)**

**Designation: Executive Assistant (Admin & Research Officer)**

**Key responsibilities:**

* Providing secretarial and administrative support to team and head of the organisation
* Calendar management according to teams travel plan.
* Expense submission for head of the organization and sharing the same with accounts team.
* Organizing meeting (internal and with clients).
* Coordinating with vendor for travel booking of team member (ticket & hotel)
* Coordinating for the report printing, feedback forms, bills, compass, circulars, PM, Invoices and other documents with vendor
* Tracking action items, summarize report/ documents and provide assistance in updation of reports and sharing the same with school/ Counsellor
* Psychomotor test check and data entry of compass test (if needed)
* Coordinating with vendors for outstanding and payments on monthly basis.
* Receive expense bills from team and send to accounts team by end of the month.
* Documentation- Accounts and coordination with accountant
* Maintenance of Official documents (Policies/Insurance/TDS/Agreements)
* Responsible for vendor payments (Travel, Courier, Printing, Lamination, Hardware and Software)
* Making and maintaining invoices and sending it to Co-founder and accounts on monthly basis.
* End to end coordination in tracking outstanding invoices for Schools and Individual’s counselling.
* Responsible for Management of office equipment’s
* Coordinating with bank for account openings of new joiners.
* General Administration related work assigned time to time on regular basis.
* Making attendance sheet of staff.

**Sushiel Shandilya and Company (C.A firm)**

**Job Start Date: 27- Nov-2013 to Continue**

**Designation: Data Verification Executive**

**Job Profile:**

* Responsible for Auditing of daily files (files of delivered cars)
* Responsible for making reports related to their sales.
* Ensuring analysis of the reports on daily basis, on the basis of their cash book and bank statement.
* Maintaining the tracker of daily reports on excel.
* Responsible for checking daily basis approved documents received from client side-Maruti Suzuki.
* Responsible for sending all reports after auditing to client side.
* MIS reports for internal database
* Perform independent quality check of reporting
* Simplify the excel reports and to make the process more effective
* Ensured compliance with accounting deadlines.
* Tele-calling on the data provided by Maruti Suzuki to confirm payments details of Customers.

**Projects Handled**

* Maruti Suzuki India Private Limited
* Hyundai Motor Company
* Mahindra & Mahindra
* AUDI
* Volkswagen Group
* Honda
* Mercedes

**Educational background**

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| --- | --- | --- |
| **Degree/Exam** | **Year of Passing** | **University/Board** |
| MA in English (pursing) | 2015 | IGNOU (pursing) |
| Graduation | 2013 | University of Delhi |
| Higher Secondary | 2010 | C.B.S.E |
| High School | 2008 | C.B.S.E |

## **Computer Knowledge (Basic)**

Well versed with, Windows XP/ 7, MS-office (word, excel, power point), HTML and Internet operations

**Hobbies and Interests**

* Dancing & singing
* Listening Music
* Reading Books

**Personal Details .**

Date of Birth 20th Jan 1993

Gender Female

#### Nationality Indian

#### Marital Status Single

Father’s Name K D Mehta

Languages Known English and Hindi

Address D-252/4, Krishna Park, Gupta Farm, Khanpur, New Delhi-110080

*Declaration*: I hereby certify that the above mentioned details are true to my knowledge.

**Bhavna** Date: