**CURRICULUM VITAE**

Nisha

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OBJECTIVE

* Seeking a position that offers professional growth while being resourceful, innovative and flexible where i can utilizes my skills and abilities to add value to the company’s goals and objectives.

* I want to work with the organization and very honesty and hard working so the organization growth very hardly & strongly in market.



PROFESSIONAL EXPERIENCE & JOB PROFILE DETAILS

Employer Name: Digilab India

(A distributor of electricals, electronics, testing & measuring instrument)

Designation: Administration Manager (October 2014 – Present)

(Responsible for all the administrative processes within the Office, as well as providing general secretarial support to enable the smooth and effective running of the office.)

**Responsibility**

* Maintaining MIS reports.
* Prepare and release Invoices, Packing List, Credit Notes, Debit Notes, with authorized signatory.
* Placing the purchase order to the National And International customer's
* Dealing with enquiries from a wide range of customer over the phone and email , reply by Email for New Quotation and gives the Quote and take purchase order.
* Bank Re-conciliation.
* Handle the company account as well as.
* Coordinate with the customer's regarding payment
* Keeping records of Form-C, Form-I and all tax’s form (CST, VAT) and follow-up with Customer for the same.
* Coordination with C.A. up to Balance Sheet preparation.
* Handling Cash & Prepare Vouchers.
* Prepare the necessary documents for Purchase order, sales order.
* Liaise with converting department and warehouse to ensure that all material are slit and packed in accordance with customer’s

orders.

* Communicate between vendors, company, and customers, ensuring that all orders are processed and delivered in accordance to their requirements.
* Work within a busy office environment, and support office teams in order to ensure the smooth running of day-to-day activities
* Manage files/folders and compile records.
* Meeting and greeting clients and other visitors at the main reception and then directing them accordingly.
* Oversee and supervising the work of junior office staff.
* Ordering stationery and other office supplies
* Handle the company account as well as.

Employer Name: Kotak Mahindra Bank Ltd.

Designation : TELE SALES EXECUTIVE (March 2012 –March 2013)

Acquiring new clients for banking (credit card, account opening, FD, and investments also.)

Employer Name: Citi Shelter.

Designation : TELE SALES EXECUTIVE (December 2011 – February 2012)

Acquiring new clients for banking and all type of loans (home loan, lap, o\d, c\c limits and all type new investments also.)



KEY SKILLS

* Remaining calm and professional in busy and pressurized times.
* Exceptional planning and prioritization skills.
* Strong leadership qualities and ability to coach and mentor others maintaining team

productivity and achieving team and individual targets.

* Establishing relationships with new clients by regular presentations or discussions.
* Positive attitude, hardworking, excellent learning power, good communication skills, pleasing personality.
* Customer relationship building, customer sensitivity.
* Capable of managing multiple tasks with an emphasis on retaining quality standards.
* Ability to quickly assess and prioritize projects and office tasks.
* Familiar with all MS Office Suite applications.
* Proficient at evaluating problems and quickly devising practical solutions.
* Ability to meet tight deadlines.
* Good team player and motivator.
* Good communications skills.



ACADEMIC QUALIFICATIONS

* B.A, Delhi University
* Xth Passed C.B.S.E Board (Delhi)
* XIIth Passed C.B.S.E Board (Delhi )



COMPUTER PROFICIENCY

* One Year Diploma in Computer Application Course from AIPS Computer Institute. (MS-Outlook, Ms-Word, Ms-Excel, Ms-PowerPoint, Photoshop and Tally)
* I have a good typing speed, capable in drafting letters & making reports on Excel.



PERSONAL DETAILS

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| --- | --- | --- | --- |
|  | Name |  | : Nisha |
|  | Date Of Birth |  | : 26 Sept 1986 |
|  | Marital Status |  | : Married |
|  | Nationality |  | : Indian |
|  |  |  |  |
|  | Languages Known |  | : Hindi, English. |
|  | Hobbies |  : Books Reading And Listening Music | |
|  | Preference |  | : Delhi/NCR |



Declaration

I hereby declare that the information given above is mentioned true and correct to the best of my knowledge and belief.

Date: