**Bhawna Sidhu** +91 **99112 09889,** [**bhawnasidhu@gmail.com**](mailto:bhawnasidhu@gmail.com)

Date of Birth: -April12, 1986, Address:-C-6/426, Yamuna Vihar, Delhi-110053.

**OBJECTIVE**

* + Apply skills and knowledge to the best of my ability with new challenges in a company focused on quality, dedication, and ingenuity.

# EXPERIENCE: -

1. Working with **Mehra Eyetech Pvt. Ltd**. as an **Admin/Sales & Service Executive** since February 2007-till date.

# SUMMARY OF JOB PROFILE

* + Sorting and prioritizing all incoming mail and messages
  + Interacting with customers, providing information in answer to inquires about products, accounts, and services.
  + Managing the entire Tender process from tracking, preparation and submission.
  + Structured the pricing model based on customer units, materials / products & period of Quotation / Tender.
  + Tender / Quotation proposal and submission to customer.
  + Receiving and processing orders, providing information concerning changes, pricing in service and shipping.
  + Handling and resolving customer complaints or special orders.
  + Interacting with customers, senior-level executives, and all other levels of employees.
  + Maintain all aspects of administrative management, directory maintenance, Logistic, Equipment inventory and storage.
  + Coordinating between departments and operating units in resolving day-to-day administrative and operational problems.
  + Preparing business correspondence.
  + Developing, organizing and maintaining administrative records and files.
  + Scheduling and coordinating meetings, interviews, conferences and seminars, ensuring that all arrangements run smoothly and all required facilities are available.
  + Maintains executive's appointment schedule by planning and scheduling meetings, conferences, and travel.
  + Making travel arrangements and meeting requests with staff and contacts
  + Follow up and provide feedback on action items assigned.

1. Worked with **M/s. Design Consultant** as a **Personnel Assistant to Director** from July 2004 to August 2005.
2. Worked with **Renaissance Aqua Sports Pvt. Ltd** as an **Office Coordinator** from May 2006 to October 2006.
3. Worked with **Nirmal Manufacturing** as a **Personnel Assistant** cum **Office coordinator** from October 2006 to January 2007.

# ACHIEVEMENT IN THE CURRENT COMPANY:-

* + I received productivity incentive and cash prize twice for my best performance in the current company.

# SKILLSET:-

* + An interest in assisting people and in organizing their work
  + Ability to work under pressure and meet deadlines
  + Excellent organizational and time management skills
  + Ability to take direction from others and work independently

# EDUCATIONAL QUALIFICATION:-

* + Passed Xth in year 2001 from C.B.S.E. Board.
  + Passed XIIth in year 2003 from C.B.S.E. Board.
  + 2003–2004 YMCA New Delhi:- Comprehensive Diploma in Office Management
  + 2003-2007 Graduate [B.A. (P)] from Delhi University.
  + 2007-2010 M.B.A. in HR from Punjab Technical University.

# PROFESSIONALCOURSES:-

* + Operating Systems: Win2000, Win XP, Win7 and WIN 8.1 Pro.
  + Applications :MS-Word, MS–Excel, MS-Power Point, Internet, E-mailing and Outlook.

**Father’s Name – Shri Sansar Chand**

# DECLARATION:-

I hereby declare that the information stated above is true and to best of my knowledge.

# BHAWNA SIDHU