**ARTI ATTRI**

 Email: artiattri123@gmail.com Mob:+91-8750484062

Career Objective:

Seeking for a challenging and responsible position in a result- oriented organization where my skills and education will be effectively utilized with opportunities of growth and advancement.

Work Experience:

* Currently working as a Process Coordinator in Infinity Advertising Services Pvt Ltd Delhi from 12 Oct 2015 to till date.
* Worked as Project Coordinator in Goodwill Outsource Pvt Ltd Gurgaon from July2013 to 1 Oct 2015.

Technical Skills:-

* Languages : C, asp.net
* Database : SQL
* MS Office : MS Word, MS Power point, MS Excel
* Tender : Online well as offline.

Educational Qualification:

* **M.B.A** with **HR**  From V.M.U with First Division (73% ).
* **B.tech** in **computer science** from I.T.M. Engineering College, Aligarh Recognized by UPTU Lucknow with First division (68%).
* **12th Passed** with First Division (62%) from Board of High School & Intermediate, Allahabad, Uttar Pradesh.
* **10th** from Board of High School & Intermediate, Allahabad, Uttar Pradesh**.**

Key Responsibilities Handled:-

* Online Tendering (Reverse Bidding , Technical and Financial Bid submission , Auction ) through e-portal site.
* Offline Tender (Documentations of Technical bid and Financial Bid ) .
* Searching Tender from Portal Site .
* Detailed Process Planning and control including.
* Followup with PPC Dept for Costing , Job Planning .
* Working on ERP Software for raising Job Ticket .
* Project Coordination .

Behavioral Competencies:-

* Ability and confidence to vary between being flexible and holding firm on a decision, depending on what the situation requires.
* Ability to be willing to take action to address needs without being requested to do so.
* Ability to work effectively with different people and teams of people by putting others at ease.
* Ability to identify and set priorities, plan and effectively allocate appropriate resources.

Extra Curricular Activites:

* Captain of Girls Cricket Team at Graduation Level.
* Managing Party arrangement in College at Graduation Level.
* Volunteer in “**Vigyan Pratiyogta**” held at ITM Engineering College, Aligarh.
* Always been a part of organizing committees for all formal and cultural event at school and college.

Personal Details:

 Name : Arti Attri

Date of Birth : 06thJuly, 1990

Father’s name : Mr. Daryav Singh

Gender : Female

Marital Status : Single

Languages Known : English, Hindi and Urdu

Nationality : Indian

 Address : Add- 611, Street No-13,Jeewan Nagar Part-1,Sec 55 Faridabad, Haryana-121004

Declaration:

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

Date:

Place: (Arti Attri)