

DEEPTI

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D.O.B-31.01.1990

SKILLS

MS Office Word , Excel , DTP , Power Point , Net Suffering , Mail, Photo Editing, House Preview, Schedule Management, Inventory and Supply Management, Office Maintenance Office Administration. Handling Social Site Also, Website editing.

EDUCATION

- **10th from C.B.S.E Board in 2007**
- **12th from C.B.S.E Board in 2009**
- **Graduation(B.A Prog) From Lakshmibai College in 2013**
- **MA From Ignou in 2016**
- **1 Year Diploma In WEB DESINING 2010**

PEROFSSIONAL QUALIFICATION

- **Diploma In Computer (1 year) Web Designing From NICE Institute in 2010**
- **Software Multimedia - Window Xp, MS Word, MS Office, Corel draw, Photoshop,**
- **Illustrator, Page Maker, Internet, HTML, Dream Weaver, Java Script, Flash, GIF Animator, Introduction To Maya**

Basic Computer: - MS Office Word, Excel, DTP, Power Point, Net Suffering, Mail

STRENGTH

Quick Learner, Stress tolerance, Positive attitude, Good listener quality, creating a positive work, creating ideas.

WORK HISTORY

Company Name-Woodco Paints

Destination (Sr.Admin Manager) - December 2019- Till date

- **Office Maintenance**
- **Directed and supervised everyday gift shop operations including customer service, admission and gift shop sales, merchandise returns, tourist information, merchandise displays, and daily reports and deposits.**
- **Developed purchasing, inventory, pricing, and point of sale procedures.**
- **Improved customer service.**
- **Responsible for all security levels for the gift shop and staff.**
- **Courier Service regarding rates/negotiation and follow up and Time to time cross check**

of courier rate with other vendors also or if requires can appoint new courierservice agent also.

- Handling petty cash, office expenses of all Depot with Head Office.
- Travel Ticket Booking
- Stationary and other purchase part handling
- Making Previews of Home Like a Designer
- Transport Record and check bills
- Making DN in ERP Software
- Arranging party,
- Handle Social sites
- Handle cash
- Knowledge of E-commerce , Photoshop

Company Name-Ozell Cooner Paint

Destination (Admin Executive – April 2017- Nov-2019

- Purchase coordinator regarding rates/negotiation and follow up and Time to time cross check of Purchase rate with other vendors also or if requires can appoint new Vendors service also.
- Courier Service regarding rates/negotiation and follow up and Time to time cross check of courier rate with other vendors also or if requires can appoint new courierservice agent also.
- Handling petty cash, office expenses,
- Coordination with Field Staff like office boys drivers etc
- Travel Ticket Booking
- Stationary and other purchase part handling
- Housekeeping day to day role and function tracking
- Vendors management
- Arranging mobile and networking connection
- Stock maintain
- Scheme Working
- Making Previews of Home Like a Designer
- Transport Record and check bills
- Travel expenses Record
- Making birthday card ,anniversary card, festival wish cards,
- Making salary of labour
- Making Visiting card , company catalogue
- Making DN in ERP Software
- Arranging Electricity bill and connection
- Dealer opening and maintain record
- Cheque deposit, cash
- Handle Social sites
- Handle cash
- Knowledge of E-commerce , Photoshop

Company Name- Hindustan industrial Chemical Supplier

Destination (Office Coordinator – February 2015- Mar-2017

- **Coordinate and plan company social events that take place during and after business hours**
- **Answer phones and greet and direct visitors appropriately**
- **Maintain the stock levels for office and break room supplies and submit purchase requests to management when necessary**
- **Maintain files and records with effective filing systems**
- **Monitor office supplies inventory and place orders**
- **Assist in vendor relationship management**

Languages Knows: Hindi ,English

Hobbies and Interests

Interested to learn more and more new techniques in Excel to manage data in a new way in less time on data analytics and their relation to computer technologies. I enjoy spending time with my family.

I am interested in joining your organization & I assure you of my complete dedication to work. I hope I have merits required for the job. I take the opportunity to thank you in advance in anticipation

I wait for the reply.

Date:

Place: New Delhi

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