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To get associated with an Organization, which offer challenging position in the areas of Administration & Coordination with high growth potential.

SUMMARY OF QUALIFICATION

- More Than 7 years of experience in handling Marketing Coordination independently at multi department level including Business Development, Brand Management, Training & Development, HR in at Academic level & Back office.
- Areas of Exposure:- Marketing Coordination & Analysis, Human Resource Information System, Management Information System, Training & Development (Academic), Sales & Business Development Coordination & Record maintenance, Vendor Management, respectively.
- Engaged in communication between the management and staff members and ensure accurate and effective transmission of information between both parties. Ensure the systems (ERP) are user friendly and time effective in research, data extraction and report generation. (Employee Feedback Management)
- Demonstrated ability in Responding to the complaints, grievances, demands, enquiries and suggestions of employees and provide them with suitable solutions.
- Proficient in Corresponding with external associate's byway of emails and letters during various trade centric events/ Operations. Responsible to improve and maintain the utility and effectiveness of the Management Information Systems

ORGANIZATIONAL EXPERIENCE

JB Associates
New Delhi, India

Back office Co-coordinator

May'17- Till

- Responsible for Pre- sales coordination.
- Responsible for After – Sales Coordination
- Coordinate with client for the payments.
- Coordination with architect & Consultant for floor repairing
- Preparing Quotation & Proforma Invoice.
- Coordinate with sales team for sampling in their respective regions.
- Update management with reports of sales team (Weekly and Monthly)
- Handle client's enquiry for flooring treatment.
- End to end responsibility of purchase order in coordination with logistics, operations and finance dept.
- Responsible for vendor registration with respective companies.
- Coordinate with internal departments to execute active sites.

The Career Seek**Sr. HR****May'14- Feb'17 New Delhi, India**

- Works with the (HM) to prepare the job description and ensures proper procedures for review and approval are met at the department level.
- Processes final offer and finalizes the recruitment.
- Reviews and approves interview short lists.
- Taking care of joining formalities.
- Responsible for training to the new joiner.
- Responsible for verifying full & final settlements.
- Responsible for the Profiles of the candidates who have opted our International and Domestic Services.
- Coordinating with Consultants and with the Candidates.
- Handling the full life cycle of recruitment, i.e, sourcing to salary negotiation.
- Handling salary negotiation part.

Profession Seek**HR (Executive)****Dec'13-May'14 New Delhi, India**

- Identifies hiring need, develops the position description, Recruitment Plan, organizational chart and other recruitment related documents
- Notifies interviewees not selected.
- Responsible for the Profiles of the candidates who have opted our Services.
- Scheduling candidates for interviews.
- Coordinating in day to day activity of office.

**International Placewell Consultants Pvt. Ltd.
Delhi, India****Counsellor****June'13-Nov'13 New**

- Counselling the students and providing subject matter expertise on their application process to universities abroad.
- Assisting students in their university application process.
- Conducting Admissions enrolment related activities.
- Advising potential students on education opportunities in abroad.
- Advising students on application procedures, visa applications, applying for accommodation and
- Preparing students for their studies in abroad.
- Assisting with activities to promote foreign education institutions represented by the Company.

**NBA Group of Institution
Group****Academic Coordinator-
Department of Administration New-Delhi, India****Apr'12-Apr'13 Jain-TV**

- Provide administrative support to staff members and departments in performing several routine and general functions
- Coordinated activities related to Admission, Budgeting, Catalogue designing, procurement, vendor management & distribution, synchronization related to competitive metrics for effective ERP exercises.
- Managing trade centric events for product promotion purposes. Structured & developed the promotional model to deal with the corporate B2B processes. Coordinated the Distribution network of Sales team. Indulge in Data Analytics, CRM activities, Consumer trends and Behaviour analysis.

- Handled print jobs on corporate collaterals and brochures, Standardized and formed Branding & sales performance reports to MD
- Support the higher management in drafting the disciplinary laws and regulations and helping them implement the same effectively
- Provide guidance and training to staff members to utilize resources to their highest capacity and improve work productivity
- Receive monthly reports from each department and compile them to form comprehensive operations and productivity report.

PROFESSIONAL & ACADEMIC QUALIFICATION

- MBA (PGDM) DLP in HR, IMT Ghaziabad
- Bachelors of Art (B.A), Delhi University, Delhi, India,
- Diploma in Software Engineering, N.I.I.T, New-Delhi,

PERSONAL DETAILS

- ✦ Husband's Name- Mr. Makul Bhatnagar
- ✦ Date of Birth- 17th July 1990
- ✦ Marital Status- Married

REFERENCES

Available on demand.

DATE

PLACE

(Latika Bhatnagar)