

# • Namita Bhatt

## Administration Executive

**Address** Lucknow 226016

**Phone** 8800385124

**E-mail** callmenamita@gmail.com

Accomplished Admin Executive with 4 years experience addressing various business office needs, including inventory management, vendor management and overall office administration. Proficient in maintaining stringent financial controls and timelines. Diplomatic and professional when communicating with vendors. Additional experience in assisting executives for travel, HR for various projects and coordinating company events.



### Skills

Vendor management

Office administration

Event Coordination

Facilities management

Equipment Maintenance and AMC/Insurance renewals

Travel planning and booking arrangement

Invoicing

Cash Management

MS Office

Typing 40words per minute



### Work History

#### HR Admin

Innvolve Infrabuild Pvt. Ltd. **(Sep 2020 to Till date)**

#### Admin Executive

Netsity Systems Pvt. Ltd., Noida

2015-09-  
2017-08

- Delivered top-notch administrative support to office staff, promoting excellence in office operations.
- Planned and executed events for employees and clients, including managing logistics, budgeting and vendor relations.

- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
- Produced highly accurate internal and external letters and memoranda.
- Collected data, input records and protected files.
- Maintained protocol throughout routine work days and special events.
- Scheduled appointments and meetings, organized materials and prepared rooms.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Created appropriate documentation for members of board and senior leadership before meetings.
- Promoted team productivity by keeping supplies organized and well-stocked.
- Greeted arriving visitors, determined nature and purpose of visit and directed individuals to appropriate destinations.
- Maintained office supplies inventory by checking stock and ordering new supplies as needed.
- Handled logistics, catering, agendas and travel arrangements for meeting and event planning for board of directors, president and executive vice president.

2015-01-  
2015-08

## **HR Admin**

Carte Blanche Solutions Pvt. Ltd, Gurgaon, HR

- Prepared all human resource documentation, including new hire letters, employee contracts and corporate policies.
- Handled on-boarding process for newly hired employees, which included distribution of all paperwork.
- Oversaw exit interviews and off-boarding process for resigned and terminated employees.
- Supported logistics for programs, meetings and events, including room reservations, agenda preparation and calendar maintenance.
- Delivered expert clerical support by efficiently handling wide range of routine and special requirements.
- Applied advanced administrative and analytical skills in overseeing day-to-day operational activities.
- Booked flights, car rentals and hotel accommodations for business travel.
- Trained new employees on administrative procedures, company policies and performance standards.
- Performed general office duties, including answering multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
- Provided clerical support company employees by copying, faxing and filing documents.
- Paid close attention to strict fixed budgets while ordering and distributing office supplies.

- Prepared packages for shipment, pickup and courier services for prompt delivery to customers.
- Monitored premises, screened visitors, updated logs and issued passes to maintain security.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Managed minor appliance issues and scheduled repairs as needed.
- Maintained physical condition of facilities, applying available resources and personnel to achieve safe, clean and functional environment.

2013-06-  
2014-08

## **Back-office Executive**

R.P. Green Estate Pvt. Ltd., Lucknow, UP

- Maintaining, working & monitoring of outstanding payments and recovery.
- Coordinating with account department for invoicing and payments.
- Management of office files & housekeeping department.
- AMC's and insurance renewal.
- Vendor management and ensuring timely process of purchase order or payments.
- Receiving mails and response.
- Making Attendance sheet, process salary, Time-sheet & Employee Reports.
- Joining & exit formalities of employees.
- Preparation of Invoices and cash handling •Deal with clients over the phone.



## **Education**

### **M.A**

Awadh University

### **B.A**

Lucknow university

### **10+2**

C.G.I.C. Lucknow (U.P Board)

### **10th**

C.G.I.C. Lucknow (U.P Board)



## **Additional Information**

Date of Birth: 26-Sep-1990

Gender: Female

Marital Status: Married