Curriculum Vitae

**LEELAWATI**

**Address:**

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Rohini,

New Delhi

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**Objective:**

To be the part of an organization, which helps me; in pursuing a career; utilizing best of my capabilities to enhance the organisation’s growth.

**Experience:**

**May, 2014 to till date**

Working with RSB Infrastructure Ltd. as a Purchase Executive cum Office Assistant.

**Job Profile**

* Making Tenders.
* Handling of Purchase.
* Negotiation with Vendors & Suppliers for best price.
* Issue the Purchase Order.
* Follow up purchase activities with suppliers for timely delivery.
* Handling billing work also.
* Maintaining labour record.
* Doing other duties as assigned.

# **April 2005 till August, 2013**

Woking at Sriram Cables Pvt Ltd as Back Office Executive.

**Job Profile**

* Searching and Making Tenders of CABLE.
* Preparing Quotations & offers and Tender Documents.
* Preparation of all type of letters documents.
* Taking Dictation & making Production Planning, Letter and Bank Guarantee.
* Sending and receiving emails, handling internet and handling all official tasks like fax, Xerox, courier.
* Working in MS -office for making price offer & other purpose.
* Working with MS-office and Internet & download all the tenders.
* Up-to-date feeding of all the data, which is related to the Deptt.
* Taking Printouts on Stamp Papers, Letter & other official paper.
* Making office copy of each & every document and file them to the related folder so that these can be easily located whenever required.
* Responsible for managing all executive level administrative tasks that includes meetings and arrangement of travel.
* Doing other duties as assigned.

**May 2004 Till April 2005**

Worked at M/S Sadana Brothers as an Office Executive.

**Job Resposibility**

* Making Invoice & Packing List.
* Attending all the phone calls
* Receiving & sending mails.
* Handling correspondence.
* Sending Price list to our customers
* Placing order to our vendors.
* Preparing back orders.

**Professional Qualifications:**

Post Graduate Diploma in Executive Secretarial Practice from Y.W.C.A..

Diploma in computer New Horizons.

**Academic Qualifications:**

Passed Class X in year 1997 from C.B.S.E. Board, New Delhi

Passed Class XII in the year 1999 from C.B.S.E. Board, New Delhi.

Completed my Graduation B.Com (Pass) from Delhi University in the year 2003.

**Training:**

Undergone an on-the-job training at Sahu Jain Services Ltd., New Delhi in office routine organized by Y.W.C.A. of Delhi.

**Personal Status:**

Date of Birth : 27th October, 1981

Husband’s Name : Mr. Rakesh Yadav

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi

Date: (LEELAWATI)