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|  | Anshita Kaushal  [**anshitakoushal@gmail.com**](mailto:anshitakoushal@gmail.com)**,**  **Address: 141,Chaudhary Mehram, Sector-39, Near Gramin Bank, Gurugram ,Haryana -122022 Mobile: +91 7982377820/+91 9599633067** |

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| OBJECTIVE: |

**Looking forward to work in lively and competitive environment where I can use my personal skills professionally for the benefit of the organization, accept challenging assignments and can learn more through guidance and experience. I seek a career not merely a job.**

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| Experience |

**WARMEX HOME APPLIANCES PRIVATE LIMITED (Import, Manufacturing & Trading)**

**[Sep, 2017 to March, 2020]**

***Worked as a Manager [Administration and Operations]***

***Administration-***

* Plan and coordinate administrative procedures and devise ways to streamline processes
* Recruit and train personnel and allocate responsibilities and office space
* Assess staff performance and provide coaching and guidance to ensure maximum efficiency
* Ensure the smooth and adequate flow of information within the company to facilitate other business operations
* Manage schedules and deadlines
* Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
* Client relationship, Travel arrangements, Vendor management and negotiation with the suppliers.

***Operations-***

1. ***Procurement***

* International vendor and supplier management
* Market Research and Competitor search
* Looking after the import process completely (Pre to Post- From collection to import of the product)
* Complete documentation for the import process from the sample to the final product
* Formulate strategic and operational objectives
* Monitor costs and expenses to assist in budget preparation
* New Projects(Latest – Shavers & Trimmer), R & D of the new projects and process
* Team size –Seven
* Assisting directors and team in planning of new projects and assignment.
* Handling the Designing, production and dispatch team for the smooth flow.

1. ***Marketing, PR and Events***

* Planning of events (dealer meet and conference) as per requirement and planning by the management
* Source and negotiate with vendors and suppliers
* Be in charge of hiring personnel (DJs, waiters, Catering, Decoration etc.)
* Coordinate all operations and staff
* Ensure event is completed smoothly and step up to resolve any problems that might occur
* Experiment with a variety of organic and paid acquisition channels like Media Advertising, Planning of the commercial Video, Audio and Print campaign & event management, publicity, social media, performance analysis for the event and our Products also time to time
* Oversee and approve marketing material, from website banners to hard copy brochures and case studies

**FAMESKY PRIVATE LIMITED & Quick Steps (Events, PR and Advertising)**

**[April 2016 to July2017]**

***Worked as a Freelancer Event Organizer***

* Planning of the event, conceptualization, organizing and distribution of work to the team members for the event
* Show flow and other responsibility
* Client relationships and post event deliverables to the client
* Vendor and budget Management (for events as well as for office)
* Responsible for the functioning and the smooth flow of the event and different departments.
* Direct reporting to the director and handing the artists and client

**[DJN GROUP OF COMPANIES] (Pharmaceuticals, Jewelry and commodity Etc.)**

**[Feb 2015 to April 2016]**

***Administration & HR Manager***

* Responsible for day to day administrative activities (Attendance, Housekeeping & petty cash)
* Co- ordination and managing the field team(Strength -45 persons in 3 different states)
* Handing online reporting for the field staff on an online portal
* Responsible for salary distribution and proper management for the field and as well as for the head office staff
* Recruit and train personnel and allocate responsibilities and office space
* Assess staff performance and provide coaching and guidance to ensure maximum efficiency
* Ensure the smooth and adequate flow of information within the company to facilitate other business operations
* Reporting directly to the CEO
* Handing the recruitment process till the end
* Participating in other projects of the company (like in real estate and jewelry activities)

**[ALLIED SERVICES] (Real Estate Firm)**

**[July 2013 to Jan 2015]**

***Manager (Administrative & Front Office)***

* Providing administrative support to the Director, including drafting and managing correspondence and communications, scheduling appointments and managing calendar, coordinating travel arrangements, compiling various reports, maintenance of records and other documentation.
* Handling day to day affairs and taking decision in absence of Director.
* Handling Recruitment Process and Joining of the Candidate for respective profiles.
* Making Salary and Distribution of the salary.
* Managing and Handling Sales Team for day to day duties and others.
* Responsible for Client Relation through Gifts, SMS and Mail as requires.
* handing organizational and time management, with the multiple projects in varying degrees of implementation
* Manage schedules and deadlines
* Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
* Monitor costs and expenses to assist in budget preparation
* Oversee facilities services, maintenance activities and tradespersons (e.g. electricians)
* Organize and supervise other office activities (recycling, renovations, event planning etc.)
* Ensure operations adhere to policies and regulations
* Keep abreast with all organizational changes and business developments

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| EDUCATIONAL QUALIFICATION: |

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| **Qualification** | **College/School** | **University / Board** | **Year** | **Class** |
| M. A (M.C) | Kurukshetra University | KurukshetraUniversity | 2010-12 | FIRST |
| B.J.M.C | JaganNath Institute Of Management Studies, New Delhi | **Guru Jambheshwar University** | 2007-10 | FIRST |
| XII | KNICE | CBSE | 2007 | FIRST |
| X | KNICE | CBSE | 2005 | FIRST |

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| EXTRA CURRICULAR ACTIVITIES: |

* Participated as an anchor & promoter in seminar organized by JIMS.
* Organizer & Participate in Event by in college.
* Awarded as a best dancer in Fresher party and fest in JIMS, New Delhi

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| **ACHIEVEMENTS** |

* Active participation in college festival and annual function.
* Won numerous prizes in athletic events on zonal and inter zonal level.
* Many Prizes for Street Shows and dance competition by JIMS
* Represented School as a captain of Volleyball team in inter zonal level held in Arra, Bihar; team secured 3rd position 2006.

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| TECHNICAL SKILLS |

Windows XP/Vista/7

Basic Computer Knowledge, Internet Surfing, Microsoft Office, Drafting mail & letter and Research

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| PERSONAL DETAILS: |

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| **Mother’s Name** | Late Mrs. Mandakini Kaushal |
| **Father’s Name** | Mr. Rakesh Kumar Kaushal |
| **Date of Birth** | August 7, 1990 |
| **Gender/Age** | Female/30 |
| **Nationality** | Indian |
| **Interest and activities** | Photography, Music & Food |
| **Language Proficiency** | English, Hindi |
| **Strengths** | * Strong team leading and conflict resolution skills * Resilient, Diligent and Hard working * Problem solving attitude with crisis-to-creativity conversion skills |

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| **REFERENCES** |

1. **Sanjay Garg (Account and Finance Manager )**Warmex Home Appliances Private Limited

+91 98996 06696

1. **Deepika Sharma (Human Resource Manager**) Famesky Private Limited

+91 81785 52391

Other references on request.

**I hereby declare that all the information made in the resume are true, complete and correct to the best of my knowledge and belief.**

**Date……………………**

**Place…………………... Signature………………………**