**SHABINA NAZER**

**Mo. No**:- 7042025351/9873881669

**Email Id**-shabinanazer2309@gmail.com

**ADDRESS:**- 122/3A, EKTA VIHAR, MEETHAPUR EXTN. ND-110044

#  PROFESSIONAL OBJECTIVE

**“*Contributing and enhancing my expertise for the growth of the organization, leading to personal as well as professional satisfaction” N*** Seeking my position to utilize my skills & abilities in the organization that offers personal growth while being resourcefully innovative & flexible.

**Professional Experience**

**Precision Testing Machines Pvt. Ltd. Feb.2017- Till Date**

**Designation: Service Coordinator**

 **(job Overview & main function)**

* Service coordination with Engineer and dealerships.
* Planning engineer according to dealer’s complaint.
* Making spare quotations as per customers & engineers require.

**Precision Testing Machines Pvt. Ltd.,** one of the largest suppliers of automotive diagnostic equipment and Body Shop solutions in India, has only one objective in mind:

To provide state-of-the-art technology and thorough service backup to its clients.

Experience in handling all the HR processes like making complete HR Manual, Organization structure and Salary and Benefits of the Employees. Responsible for recruitment till exit interview process of an organization. Provide Induction training to the new Joinees of the Company.

Accomplishes customer service human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures. Achieves customer service objectives by contributing customer service information and recommendations to strategic plans and reviews; preparing and completing action plans

**Web:** [**www.precisionworld.net**](http://www.precisionworld.net)

**AMBE AUTO (BAJAJ AUTO LTD.) Sep.2010- Mar2014**

**Designation: Account Assistance/admin n HR assistance.**

 **(job Overview & main function)**

* After sale collecting daily report from locations and making Sale summary.
* Making daily cash reports, stock reports
* Handling cash, collecting cash from cashier, making invoice
* Bank reconciliation, Stock entry in system
* Bank work, sending cash to bank maintain bank records
* Making attendance report in month end for salary
* Wander payments and updating records
* Stock entry in system

**Ambe Bajaj** - The Flagship Two Wheeler Dealership of world famous bajaj auto ltd. Ambe Bajaj offers complete sales, services and spares facilities in the most eminent way.

The product range includes; Pulsars, Avengers, Dominar 400, Bajaj V 15 & V12, Discovers, Platina and CT 100 bikes. We offer a vibrant range of colours to readily available stocks.

#  QUALIFICATIONS

* 10th passed from NIOS Board.
* 12th passed from NIOS Board.
* B.A. passed from Monard Hapur University
* M.A. from Monard Hapur University.

#  technical qualification

* Knowledge of computer.{Ms-word, Excel, Power point,}
* Tally 7.2 & 8.1

#  CAREEARE OBJECTIVE

* Seeking my position to utilize my skills & abilities in the organization that offers personal growth while being resourcefully innovative & flexible.

#  PERSONAL DETAIL

Husband’s name : ALAM ANSARI

D.o.b : 23-SEP-1988

Marital Status : Married

Nationality : Indian

Strength : Hard working

Religion : Muslim

Salary expected : Negotiable

#  DECLARATION

I hereby declare that all the information provided above is true to the best of my knowledge and ability.

Place……

Date……. (SHABINA NAZER)