



## Deepika Dixit

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Delhi.110096

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### **Career Objective:**

A talent driven individual who is focused on performance as well as results, and who is able to provide an accurate and efficient administrative/secretarial service to all staff within an office environment. Kate possesses a strong background in general administration along with experience of working in a fast paced and pressurised environment. She has a real drive to grow her career within your industry, and is greatly excited at the possibility of working for your company. On top of all of this she is very smart and presentable, and demonstrates great pride in her professionalism and manners. Right now she is looking to work for a suitable company where there is a lively environment that will keep her busy at all times.

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### **SYNOPSIS**

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A dynamic professional with over 12 years of corporate experience including in Office Administrator for the Telecom Industry. The office administrator ensures smooth running of our company's offices and contributes in driving sustainable growth.

Administrative officer Operations at Reliance Communication , deputed to manage the Finished Goods Store of Reliance communication Pvt. Ltd. with a staff strength of over 15 across 2000 sq. ft. of office space, The role involves managing everything Operational related to Store and along with over 45000 customer base of prepaid & postpaid.

### **Responsibilities:**

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Supervise administrative staff and divide responsibilities to ensure performance.
- Manage agendas/travel arrangements/appointments etc. for the upper management.
- Manage phone calls and correspondence (e-mail, letters, packages etc.).
- Support budgeting and bookkeeping procedures.
- Create and update records and databases with personnel, financial and other data.
- Track stocks of office supplies and place orders when necessary.
- Submit timely reports and prepare presentations/proposals as assigned.
- Assist colleagues whenever necessary.

### **Past Carrier Experience:**

Working with **Reliance Communication Ltd. (RCO)** as a Team Leader since 28 June 2005 to 17 Nov 2009 at Kanpur after that since March 2010 to till June 2016 Looking Reliance Web world As a Store Operation Manager in Delhi & 11months also in back office in Reliance head office with CSD team.

From December 2016 to till now working as **Reservation cum Admin Manager** with **Exalted Hotels & Resorts Pvt. Ltd.Co-operate office with Management Team.**



### Job Profile:

- Handling all operation related office work.
- Responsibility of all mail answering with proper answer.
- Responsibility of all work distribution to all staff members.
- Responsibility of manpower requirement for & collection team building.
- Responsibility of conducting basic training programs for fresh recruiters.
- Responsibility of their target allocation & distribution between the FSE's.
- Responsibility of proper work closing with our staff.
- Responsibility of CAF activation of individual & corporate accounts.
- Responsibility of stock distribution to all staff.
- Responsibility of reconciliation on daily basis.
- Responsibility of all operation related work at store.
- Responsibility of all admin related work
- Responsibility of store ambiance managing with all KRA.

### Achievements:

- Awarded as a Best Team Leader Care & Store operation for Customer Service & Operation related issue resolutions
- Achieve 88% score in FSE Audit (customer Satisfaction).
- Growing to store with profitability.

#### **Current Working Profile->>**

**From December 2016 to till now working as Reservation cum Admin Manager with *Exalted Hotels & Resorts Pvt. Ltd.* Co-operate office with Management Team.**

- Responsibility of all central mail access & work distribution.
- Responsibility of Best Quotations sending with according to Tariff.
- Responsibility of Contract with All Agent (Nationally & Internationally).
- Responsibility of daily send Report.
- Responsibility of New Recruitments for Hotel Staff.
- Responsibility of Staff Management.
- Responsibility of Taking Briefing Report from Hotel with All staff members.
- Responsibility of adding new agents Tie-up.
- Responsibility of Vendor Management.
- Responsibility of Attendance Present Staff.
- Responsibility of arranging office things.

### Technical Qualification:

PGDCA from SANVEE COMPUTER INSTITUTE (SCI), Kanpur.

#### **Course Contents:**

Operating System : DOS, WINDOWS 98/Me/Xp.  
MS-Office : WORD, EXCEL, ACCESS & POWERPOINT

### Academic Qualification:

- Passed M. Sc. From C.S.J.M Kanpur University.
- Passed B Sc. From C.S.J.M Kanpur University.
- Passed XII<sup>th</sup> in Science stream From U.P. Board.
- Passed X<sup>th</sup> in Science stream From U.P. Board.

### Personal Details:

Name : Deepika Dixit



Father's Name : Mr. Mahendra Nath Dixit  
Mother's Name : Mrs. Sushma Dixit  
Gender : Female  
Marital Status : Seperate  
Nationality : Indian  
Language Known : Hindi & English  
Permanent Address : RIG-441 plot no-7 Jarauli phase-1 Kanpur-208027  
Strength : Punctuality, Time Management.  
Interest : Painting, Reading, and Net-Surfing

**Attributes:**

- Flexibility and Willingness to learn.
- Team management, Office management
- Team Player and Self-Motivator.
- Dedicated, Smart Working, full of Endurance and Result Oriented.

Note :- I here by declare that the above mentioned information is purely correct..

Date:

Place: Delhi

(Deepika Dixit)

