

<b>DEEPTI PAL</b>	Ph: +919560945369 Email: deepiti.amit.pal@gmail.com Location: Delhi-NCR
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**SUMMARY**

Dynamic and disciplined professional with 10+ year's experience. Worked with MNC's as Business Coordinator and HR.

**EXPERIENCE:**

<b>July 2020 till Date</b>	<b>Flexituff Ventures International Limited</b>
<b><i>Dy. Manager - Business Coordination and HR</i></b>	
<ul style="list-style-type: none"> <li>▪ Tender sourcing and submitting with complete documentation.</li> <li>▪ Preparing Production MIS, Collection &amp; Sales MIS and Production Budget</li> <li>▪ Production planning and purchase of raw material.</li> <li>▪ Maintaining Daily and Monthly Cashflow.</li> <li>▪ SPOC for all intra-BU activities.</li> <li>▪ Maintain record of attendance, leaves of sales office staff.</li> <li>▪ Offer letter, appointment letter, reimbursements</li> <li>▪ PI, quotation, costing, throughput.</li> <li>▪ Collection follow up with marketing team and customers.</li> <li>▪ Customer accounts reconciliation.</li> <li>▪ Handling team of 3-4 person.</li> <li>▪</li> </ul>	
<b>Jan 2016 till Oct 2017</b>	<b>Flexituff Ventures International Limited</b>
<b><i>Co-coordinator-Sales and Mktg</i></b>	
<ul style="list-style-type: none"> <li>▪ Tender sourcing and preparing complete documentation.</li> <li>▪ Preparing Production, Collection &amp; Sales MIS.</li> <li>▪ Production planning and purchase of raw material.</li> <li>▪ SPOC for all intra-BU activities.</li> <li>▪ Maintain record of attendance, leaves of BU staff.</li> <li>▪ Offer letter, appointment letter, reimbursements, travel booking etc.</li> <li>▪ PI, quotation, manufacturing orders, dispatch orders.</li> <li>▪ Collection follow up.</li> <li>▪ Departmental budget.</li> </ul>	
<b>Dec 2012 till Feb 2015</b>	<b>TenCate Protective India Pvt Ltd</b>
<b><i>Sr. Administrator</i></b>	
<ul style="list-style-type: none"> <li>▪ SPOC for all intra-BU activities.</li> <li>▪ Handling imports of BU products.</li> <li>▪ Maintaining attendance and leave record for employees.</li> <li>▪ Preparing various documents, presentations, and reports.</li> <li>▪ Keeping records of all office transactions/agreements/ documents</li> <li>▪ AMC, housekeeping , Pantry and Office Supplies.</li> <li>▪ Directors Calendar and Expense</li> <li>▪ Travel bookings of Director,</li> <li>▪ Coordinating with accounts for staff's salaries and reimbursements.</li> <li>▪ Venue booking for events.</li> <li>▪ Branding products and gifts</li> </ul>	
<b>April 2005 –September 2006</b>	<b>International SOS</b>
<b><i>Operations Coordinator</i></b>	
<ul style="list-style-type: none"> <li>▪ Taking calls of International Patients, Indian travelling overseas, Expat and Foreign Embassy personnel in India</li> </ul>	

<ul style="list-style-type: none"> <li>▪ Booking appointment with doctor for inpatient services for them in India Hospital and follow up</li> <li>▪ Co-ordinating Medical and Concierge services for Diplomats, Expatriates and Celebrities.</li> <li>▪ Planning, coordinating and executing emergency medical evacuation and repatriation to home countries</li> <li>▪ Clearing and following up payments.</li> <li>▪ Dealing with TPA and Insurance companies for payment against travel policies other services.</li> </ul>	
<b>April 2003 – Mar 2005</b>	<b>NIIT Ltd</b>
<b><i>Operations Coordinator</i></b>	
<ul style="list-style-type: none"> <li>▪ Operations Co-ordinator</li> <li>▪ Planning and executing various activities and competition.</li> <li>▪ Tracking the service quality as per the standards</li> <li>▪ Clearing and following up payments</li> </ul>	
<b>Qualification</b>	
<ul style="list-style-type: none"> <li>▪ MA (Eng Lit). from Bundelkhand University, Jhansi</li> <li>▪ Diploma in Advanced Computing from C- DAC Delhi</li> <li>▪ One Year Diploma from NIIT Ltd</li> <li>▪ B.Com from Bundelkhand University, Jhansi</li> </ul>	
<b>Personal Information</b>	
<ul style="list-style-type: none"> <li>▪ Address: A-1704, SDS NRI Residency, Omega -2, Greater Noida-201310</li> <li>▪ DOB: 26-11-1979</li> <li>▪ Languages proficiency : Hindi, English</li> <li>▪ Marital Status: Married</li> </ul>	