

NISHITA

BACK OFFICE EXECUTIVE

PHONE | (+91) 8800317077

EMAIL | nishitakohli351@gmail.com

LOCATION | New Delhi, INDIA

EXPERIENCE | 3 Years 0 Month

Key Skills

- Microsoft Office Suite
- E-Mail Drafting
- Canva
- Tally Prime

Languages

- Hindi
- English

Profile Summary

A back office executive is responsible for managing administrative tasks and providing support to ensure the smooth functioning of a company. This includes data entry, record keeping, correspondence management, appointment scheduling, and assisting with HR or finance functions as needed. They play a crucial role in maintaining organizational efficiency and effectiveness.

Work Experience

Back Office Executive

S.V Enterprises

10/2022 - Present

- Managed e-mail orders and updated payments for CPC canteens, ensuring timely and accurate processing.

- Coordinated with company and canteens to streamline supply operations, resulting in improved inventory management.

- Developed and presented basic PPT displays for canteen products, enhancing visual merchandising for the company.

- Oversaw the maintenance and organization of office equipment, ensuring optimal functionality and minimal downtime.

- Make Sale and Purchase invoices.

- Coordinate with Depot for loading unloading and availability of stocks

Back Office Operations Executive

HM WASTE MANAGEMENT PVT LTD

12/2021 - 09/2022

- Analyzed website auctions and actively complete the participation formalities
- Coordinated with partner companies via emails and calls to auction processes, ensuring efficient collaboration and timely execution.
- Managed office expenses and maintained accurate records.
- Organized and maintained paper filing and Database.
- Created and posting posters in linkedin and Instagram

Education

B.A - Arts&Humanities

2021

University of Delhi

12th

2018

CBSE , Hindi

Grade - 65-69.9%

10th

2016

CBSE , Hindi

Grade - 55-59.9%