

BHAWNA MALHOTRA

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Email ID: mbhawna51@gmail.com

Location: Noida (NCR)

CAREER OBJECTIVE:

To join a company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of all parties concerned.

PROFESSIONAL EXPERIENCE:

EXECUTIVE (ADMINISTRATION)

BW Media, Kalka ji, New Delhi (Apr'24- Present)

ROLES & RESPONSIBILITIES:

- Drafted, proofread, and edited letters, reports, and presentations to ensure accuracy and professionalism.
- Managed incoming calls, emails, and mail, prioritizing and directing them efficiently.
- Fostered positive relationships with clients, vendors, and partners, handling inquiries and resolving issues promptly.
- Scheduled and organized executive appointments, meetings, and events.
- Entered and updated information in databases and spreadsheets.
- Ordered and maintained office supplies, ensuring stock levels were adequate.

EXECUTIVE (HR & ADMIN)

RAJWOOD ART INTERIOR, Faridabad (Feb'23-Mar'24)

ROLES & RESPONSIBILITIES:

- Answering incoming calls; taking messages and re-directing calls as required
- Organized and coordinated monthly meetings.
- Promoted team productivity by keeping supplies organized and well- stocked.
- Greeted arriving visitors, determined nature and purpose of visit and directed individuals to appropriate destinations.
- Providing general administrative support, such as paperwork, data entry, scanning, photo copying, printing and faxing.
- Preparing handing over documents for the clients at the time of work completion of the sites.
- Organizing travel and accommodations for staff and directors of the company.
- Assisting the HR department in recruiting activities such as scheduling interviews, onboarding candidates, etc.

EDUCATION:

- **BACHELOR OF COMMERCE**
IGNOU University, New-Delhi 2020
- **INTERMEDIATE**
Government Girls Senior Secondary School, Faridabad 2016
- **HIGH-SCHOOL**
Government Girls Senior Secondary School, Faridabad 2014

HARD & SOFT SKILLS:

- Microsoft Office (MS Word, MS Excel, MS Power-point).
- Basic Computer, mailing and all.
- Smart & Hard working.
- Teamwork & Communication.
- Self-Motivated.
- Time Management.

DECLARATION:

I hereby declare that the information given above is true and best of my knowledge.

(Bhawna Malhotra)