

## BHARTI VASHISHTHA

Gurugram, Hry, India 122001 | 7404968871 | vshishthabharti6@gmail.com

### SUMMARY

Self-motivated and talented with 1.5 yrs of experience and ongoing learning in procurement along with customer experience and on time delivery responsibilities with internal coordination.

### SKILLS

- Negotiation
- Customers Relations
- Vendor Relations
- Compliance
- Social Skills
- Communication
- Complex Problem-Solving
- Decision-Making
- Policy Implementation
- MS Office
- CRM
- ZOHO Books

### EXPERIENCE

**04/2024 – Current**

**ASSOCIATE - Protaiqa Global Solutions Pvt Ltd - Gurugram, India**

- RFQ for IT Spares and Peripherals
- Punching vendor PO's to L1 on ZOHO Books
- Coordination for timely dispatch and delivery
- Vendor Compliance – Vendor Onboarding along with their KYC
- CX – Being a SPOC from my entity for one of our customers, put efforts to close escalation PAN India
- Completed day-to-day duties accurately on and efficiently
- Understood and followed oral and written directions
- Worked successfully with diverse group of co-workers to accomplish goals and address issues related to our products and services
- Ensured compliance with company safety regulations at all times while on the job
- Providing the support during the implementation of new software system or technology – ZOHO
- Training to executive colleagues

**05/2023 – 03/2024**

**EXECUTIVE TRAINEE - Protaiqa Global Solutions Pvt Ltd – Gurugram, India**

- Punching vendor PO's as requested by the internal team on SFDC
- Vendor Compliance – Vendor Onboarding, comply with guidelines published in the procurement policy
- Understanding the portfolio that the company is offering to its customers
- Coordinating with the internal team on the progress of the PO
- Complied weekly reports summarizing project status updates, accomplishments and challenges encountered.

**01/2023 – 04/2023**

**INTERN - Protaiqa Global Solutions Pvt Ltd – Gurugram, India**

- Prepare and maintain Non-IT Catalogues
- Understanding the product portfolio that the company is offering to its customers
- Understanding the actual meaning of teamwork and learning with failure
- Improving corporate communication skills

## EDUCATION AND TRAINING

10/2022


**Bachelor of Commerce:** Accounting and Finance

**Indira Gandhi University, Rewari** – Rewari

## LANGUAGES

Hindi C2  


Proficient

English B2  


Upper Intermediate