

# **RESUM**

## **Jyotsna Nandi**

W/o Biswajeet Nandi

Add:- H NO.B/45 A,

Mandir Road beside shiv Mandir Bagun Nagar

P.o.Baridih, Jamshedpur ,Jharkhand

[E-id-jyotsnan435@gmail.com](mailto:E-id-jyotsnan435@gmail.com)

Contact no: **9162282750**

Post apply:

Hr. /admin

### **Objective**

*I aspire to work in a creative and challenging environment where I can utilize and enhance my skills and contribute more to the growth of the organization with my skills, dedication and smart work.*

### **Educational Qualification**

- **Matriculation** passed
- **Intermediate** passed from 2<sup>nd</sup> division
- **Graduation** history honor's Passed from 2<sup>nd</sup> division(75%)
- **Computer Knowledge(Basic)**

### **EXPERIENCE:-**

- I Have Experience in **Three Years' AM Trading Pvt Ltd** Jamshedpur in data entry, GST TAX INVOICE maintaining daily work report and also doing work in **Data Entry**.
- Creating GRN of all Incoming Material.
- Maintaining record of all the document.
- Maintaining records of all the dispatch item.
- Maintaining all office's document.
  
- I Have Experience **KROSS MANUFACTURERS** as a **Branch Manager/Admin** from jamshedpur since 15/06/2018 till know
- Answering incoming calls; taking messages and re-directing calls as required
- Dealing with email enquiries
- Taking minutes
- Diary management and arranging appointments, booking meeting rooms and conference facilities
- Data entry (sales figures, property listings etc.)
- General office management such as ordering stationary
- Organising travel and accommodation for staff and customers
- Arranging both internal and external events
- Possibly maintaining the company social media accounts
- Providing administration support to Sales Reps, Property Managers and Senior Management
- Organising and executing training programs for branch personnel
- Evaluating employee performance and providing feedback and coaching as needed
- Recognising employee achievements and encouraging excellence in the work environment
- Developing and implementing sales plans
- Conducting regular sales and operations meetings
- Briefing employees on current sales goals, promotions, and other relevant information
- Organising marketing activities and events for the branch
- Increasing brand awareness for the company within the community
- Interacting with customers on a regular basis to ensure satisfaction and gain useful feedback
- Resolving customer problems as needed

- Complying with all applicable laws and regulations for the industry within your state
- Assessing market conditions and identifying opportunities
- Drafting forecasts and business plans

### **OTHER QUALIFICATION:-**

- Basic Knowledge of Computer.
- MS words, MS excel, PPT.
- Hobbies :- Beauty as a hobby(Beautician)

### **EXPERIENCE**

#### ***Organization Designation Duration***

*Steel City jamshedpur as a **Branch Manager/Admin** 2 Years +  
Current working in **Kross MANUFACTURERS***

### **Personal Details**

**Name** : *Jyotsna Nandi*  
**Father name** : *Mr . Kali Podo Das*  
**Gender** : *Female*  
**Marital Status** : *married.*  
**Nationality** : *Indian.*  
**Religion** : *Bengali*  
**Language Known** : *English, Hindi & Bengali*

### **Passport Details**

**Passport no** :  
**Date of exp** :  
**Date of issues** :  
**Place of issues:** **Ranchi**

*Place :-jamshedpur*

*Sing:-*

