

# **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:-***

