**CURRICULUM VITAE **

**PAYAL BISHT**

A-899, Sector -2, **E-Mail: payal\_gul@yahoo.co.in**

Rohini, New Delhi-110085 **Ph.: 9911867046**

**CAREER OBJECTIVES:**

 **\*** To learn, grow and impart the knowledge gained by me and

 add to the growth of organization to best of my ability.

**PROFESSIONAL QUALIFICATION:**

 **\*** Diploma in Computer course (DCO).

 **\*** Certificate in food & Nutrition Education from IGNOU.

 **\*** Diploma in Hindi Language of Computer from Hindi Bhawan.

 **\*** Diploma in Hindi & English typing.

**EDUCATIONAL QUALIFICATION:**

 **\*** Graduate in B.A. Pass with Nutrition & Health Education in

 Year 2002 from the college of Delhi University.

 \* Pursuing MBA in Operation Management form SMU

**WORK EXPERIENCE:**

\* Worked with **Jaipur Golden Hospital** as **Secretary to General Manager Supply Chain. 3year 7th month**

 **\*** Worked with **Golden Heart Institute & Research Centre,**

**jaipur Golden Hospital,** sec-3,Rhine, Delhi as an **Assistant Executive in store purchase dept. 2year 6th month**

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 **\*** Worked with **S.G.S. Books and Uniform Rohini**, Sec-3**,**

New Delhi as a **Purchase In charge** for 2 and a half year.

**\*** Worked with **Rock field Public School,** Rohini Sec-3 **Delhi** as a **Reception for** 1 and a half year**.**

**PROFESSIONAL SKILLS:**

 **\*** Typing : 50 w.p.m. (Eng.)

 : 30 w.p.m. (Hindi)

**AREAS OF RESPONSIBILITIES**:

\* Experience in planning and procurement of desired materials in right quantities at the lowest possible overall cost of the concern.

\* Application of means to cut down costs through simplification, standardization, value analysis and import substitutions.

\* To trace new sources of supply and to develop cordial relations with the vendors in order to ensure continuous material supply at reasonable rates.

\* Continuous monitoring of market conditions and other factors affecting the concern and conduction of studies in areas such as quality, consumption and cost of material so as to minimize cost.

\* To use the buying techniques such as closed tender, open tender, spot quotations for economical purchase.

\* Implementation of proper codification of material, layouts, inventory control and physical verification of stocks.

 \* Assisting in arraigning the reports required by various department.

 \* Assisting making the P.O. filling of the correspondence.

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 \* Making comparative statements and minutes.

\* Communication with H.O.Ds of the various departments.

\* Manage purchase department in absence of seniors.

\* Operating HMS system.

**LIASIONING WORK:**

\* Discharged the additional duty of Public Relations officer and played an effective part in establishing the image of Hospital as a premier medical Institute at a very reasonable expenditure on treatment.

\* Capable to handle all the situations quietly and calmly.

**EXTRA QUALIFICATION ACTIVITIES:**

**\*** Stood First in Speech Competition in school.

**\*** Won prices in Dance & Song Competitions.

**PERSONAL DETAIL:**

 **\*** Date of birth : : 15th April 1982.

 **\*** Husband’s Name : Mr. Gulshan Bisht

 **\*** Language known : English, Hindi & Punjabi

 **\*** Nationality : Indian

 **\*** Marital Status : Married

 **Date PAYAL BISHT**