**NOOPUR BANSAL**

**08527744742**

ankushbansal@live.com

**I have total professional exposure of Five years in the field of Purchase, Public Relation, H.R., Front Office (Hotel), Accounts and Insurance.**

To pursue a challenging career and utilize all feasible opportunity for enhancement of the organization with sincere effort, hard work and full Dedication to work in an environment that gives enough space to explore and self growth, work should be demanding enough to explore Potential and make the very best of available opportunities.

**EDUCATIONAL QUALIFICATION**

* 10TH from C B S E in 2006
* 12th from C B S E in 2008 with Commerce stream.
* Graduate B.Com(Pass) from

Delhi University in 2011 with **2nd Division.**

**Academic Qualification**

* Basic Knowledge of Computer, Internet & Tally 7.2, 9

**PROFESSIONAL PROFILE**

Presently working with “**M/s Mundhra Chemicals Pvt. Ltd**.” As a Purchase Manager at Pitampura From 22nd Feb 2016 to till date.

**Job Responsibilities:-**

* Develop, lead and execute purchasing strategies.
* Track and report key functional metrics to reduce expenses and improve effectiveness.
* Craft negotiation strategies and close deals with optimal terms.
* Partner with stakeholders to ensure clear requirements documentation.
* Forecast price and market trends to identify changes of balance in buyer-supplier power.
* Perform cost and scenario analysis, and benchmarking.
* Assess, manage and mitigate risks.
* Seek and partner with reliable vendors and suppliers.
* Determine quantity and timing of deliveries.
* Monitor and forecast upcoming levels of demand.

Associated with **M/s M.G. Polyblends** as Public Relation officer Cum Purchase at Lawrence Road, KeshavPuram from 26th Dec 2014 to 13th Feb 2016.

**Job Responsibilities:-**

I am responsible for attending incoming calls and visitors, meeting, answering of phone calls and inquires, to perform courier and dispatch services and other duties related to front office and also coordinate between all the departments in the company and when required by them.

* + - I also be responsible for maintain stationary record/register and any other activity related to the business of the company.
* To maintain all the customer databases and time to time make communicate with them.
* Liaising on a daily basis with clients, often thru telephone and email.
* Provides continues communication to the customers about their queries, orders and other price related issues, facilitate, accelerate and co-ordinates with various factory units the processing of all customer’s needs to speed up the execution of these needs in order to be able to increase customer’s satisfaction..This includes pending in orders and processing of documents (i.e. quotation proforma invoices etc.) plus any other special requests.
* To prepare regular client report and attending client meeting.
* To arrange export shipments, prepare and approve orders, manage pricing information and release invoices
* To take care of all export documents includes export invoice, packing list, MSDS, TDS, B/L and coordinate time to time with the clearing agent for shipments.
* Follow up for the payment of due invoice and ensue that they are paid on a timely manner according to the agreement various customers.
* Purchase of some raw material like polymer, pigments, resigns, machinery parts etc. through regular vendors.
* Sending purchase order to the suppliers with the permission of the M.D. and follow up for the same.
* Proper coordination of the placement consultancy firms and arranging for the candidates interviews.
* Proper maintenance of all employee records including all appointment letters and the relevant documents.

Associated with **M/s R.S. International (Bearings Dealer)** as Admin Manager Cum Accounts at Ajmeri Gate from 1st March 2012 to 1st April 2014.

**Responsibilities:-**

* Making Invoices on Co. Software.
* Dispatch Material & Couriers.
* All email work like sending quotation, letter drafting and inquiries.
* Interact with industrial customers.
* Banking works with cash handling.
* Doing work in MS Word & MS Excel.
* Attending Calls.
* Data management etc.

Worked with **“HOTEL EMPEROR PALMS”** as a Front Office Manager at Karol Bagh for 15 months in the period of 8thDec 2010 to 15 Feb. 2012.

**Responsibilities:-**

* Customer satisfaction.
* Never say “NO” to customer.
* Manager of all House-Keeping staff.
* Handling all receiving calls at reception.
* Handling all office works like Customers entries in Hotel Software, Attendance Register, petty cash, Reservation, etc.
* Making Guest check outs Bills and received payment via cash or credit card.
* One or two round in a day to see the rooms for well maintained or not.
* Manage Rooms by category wise.
* Maintain G.R. Register.
* Manage Travel Desk for Airport, Railway Stations pick-ups, full day site- seen of Delhi and Agra-Jaipur Tours etc.

Worked with **M/s A.P. Trading Co. (Paper Merchant)** as an Assistant cum Junior Accountant for almost one year in the period of October 2009 to September 2010.

**Responsibilities:-**

* Do work in Tally 7.2
* Maintain Balance Sheets and Profit Loss etc.
* Do work in MS-Excel & MS-Word.
* Maintain Official Letters.
* Fill up ITR online.
* Do all Bank works like RTGS, Cheques, and Cash etc.

Worked with **“METLIFE INDIA INSURANCE CO.”**As a Financial Advisor (on commission based) from 31st Oct 2009 to 31st Oct 2012.

**Responsibilities:-**

* Dealings with Customers.
* Maintain visitor’s record.
* Maintaining Customers Relationship.
* Sell Policies.
* Business Development.

**PERSONAL TRAITS**

* Good inter-personal skills and good ability of decision-making.
* I believe in teamwork and believe in transparent relationship among colleagues.
* I respect other opinion and encourage diversity and creativity of thinking.

**PERSONAL DETAILS**

Fathers Name Mr. Vinod Bansal

Date of Birth 09th December, 1990

Place of Birth Delhi

Address 65, Ram Nagar, Veer Bazaar Road, Krishna Nagar, Delhi – 110051

Nationality Indian

Religion Hindu

Marital Status Single

Language Known Hindi, English

Hobbies Script Writing, Reading autobiographies, Music.

**DECLARATION**

I have by declared that all the information mentioned above is true to the best of my knowledge and belief.

**Date:**

**(NOOPUR BANSAL)**