

NAVEEN CHANDRA BHATT

Email: keshavchandra87@gmail.com

Contact: 09528958187

Dear Sir/ Madam,

Please find attached my Resume for the position of "Administration". I'm particularly interested for this opening of "Facility Manager" which relates strongly to my more than 10 years' experience in Facility officer, Planning, sales, Bancassurance, administration.. Brief details of the companies worked with them earlier as follows

- **Aviva life** (Insurance) Uttarkashi, (Uttarakhand) As "sales officer"
- **Montage Enterprises Pvt Ltd** as a facility officer" at Haridwar Uttarakhand
- **EXCEL Pack Pvt Ltd** as a "Executive" Haridwar Uttarakhand

I am keen to join your firm due to great organizational culture, spirit of innovation, professionalism that characterizes your firm and its employees. I am attracted to this role on account of the nature which towards to demand of Planning & administration well as value of this organization.

I appreciate your taking the time to review my credentials and experience,
looking forward to a positive response.

Thanking you



Curriculum Vitae

CAREER OBJECTIVE –

Working parallel to the Organization's Mission and constantly adds value develop programs, Improve performance and ensure organization's Satisfaction

Contact Information-

9528958187

9457273544

EMPLOYMENT EXPOSURE

Email - Aviva Life Insurance Company
FROM 10-SEP-2009 TO 05 Jan -2011

keshavchandra87@gmail.com

Local Address-

K43 Shivalik Nagar
Haridwar Uttarakhand

As a Sales Officer following are my roles and responsibility

Role and Responsibility

- Make Business with Banca channel in Post office.
- Make sales of Product.

MONTAGE ENTERPRISES PVT LTD

From 21-NOV-2011 TO 11-APR-2017

As a Officer in Montage enterprises pvt Ltd
following are my roles and responsibility

Roles and Responsibility

- Controls building and Ground Maintenance, operates and maintenance custodial functions.
- Ensures Security and Emergency preparedness procedures.
- Ensures that Facility is Clean and Maintained according to company policy and Procedures.
- Supervising and Overseeing Multi disciplinary teams of staff includes cleaning, maintenance, grounds and security.

* Bank Reconciliation.

* Inventory Audit.

EXCEL PACK PVT LTD

From 11 Apr 2017 to till now

As a Executive in Excel Pack Pvt Ltd.

Following are my roles and responsibility

Roles and Responsibility

- Planning Day To Day Job Wise Product.
- Maintaining All record Regarding Accounts and Machine schedule.
- Proper Planning of Job From Input to Output.
- Coordinate with Marketing and administration.

- Prepare various MIS Report
Review all appropriate documentation and approvals as per Authority .

Prepare payment outstanding, prepare cheque for payment.

Inventory Audit.

Documentation

Excel Reporting

Hobbies

Playing Cricket

Listening music

Academic record

Master Degree

Have completed PGDM(MBA) in Finance & Marketing
From Dehradun institute of technology (DIT Noida)

Bachelor secondary (Science)

Completed Graduation(BSC) From HNBGU University.

Intermediate School (12th) / High School

Completed 10th 12th From CBSE/KV

Certification and courses

- 7 Days Trekking Certificate in AVADH Group From Halwani .

INDUSTRIAL TRAINNING

- In Mother Dairy Delhi
- In Coca Cola Plant Dasna Ghaziabad.

COMPUTER SKILLS

- DCA Diploma from Hilron Cac Uttarkashi.
- Applications – Microsoft word, Excel, Power Point, Outlook etc.

Personal Details

Father's Name : Lt H.M Bhatt
Date of Birth : 07 Mar 1987
Gender : Male
Nationality : Indian
Marital Status : married
Languages Known : English, Hindi
Permanent address : Bhatt Bhavan Near MDS SCHOOL Tiloth
Uttarkashi 249193

Declaration

I confirm that the information provided by me is true to the best
of my knowledge and belief.

Signature

(Naveen Chandra bhatt)



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