

Hardik Bhardwaj

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WORK EXPERIENCE

Spectrum Events Pvt. Ltd.

2024 – Present

Delhi, India

Operations Executive

- Research and select appropriate venues while ensuring the meets of organiser's requirements.
- Negotiate with suppliers and vendors to source additional services for the event.
- Manage contracts, monitor performance, and ensure that suppliers and vendors deliver quality products and services within the agreed budget and timeline.
- Coordinated cross-functional resources to deliver events successfully, ensuring timely completion.
- Coordinate with clients to establish event objectives and requirements.
- Managing all logistical aspects of the event, including transportation, catering, AV equipment, and other necessary services.
- Monitoring and controlling event expenses to stay within budget constraints.

Slnko Energy Pvt. Ltd.

2023—2024

Noida, India

Operations and Project executive

- Managed a centralized database of current and past projects, storing documents, images, and contact information.
- Generated and submitted budget estimates, progress reports, and cost tracking reports to ensure project transparency.
- Monitoring project progress and creating project status reports for project managers and stakeholders.
- Resolved customer complaints efficiently by facilitating communication between customers and internal teams, resulting in improved customer satisfaction.
- Coordinated cross-functional resources to deliver projects successfully, ensuring timely completion and stakeholder satisfaction.
- Have an ability to prepare and interpret flowcharts, schedules and step-by-step action plans.
- Assign tasks to team members and help them understand what's expected from them in terms of project milestones and deliverables.
- Strong client-facing and teamwork skills
- Vendor Management, Quotation/Proposal Preparation.

- Ensured compliance with company policies and procedures by maintaining accurate, up-to-date records of operational activities.

Shiwalik Moulders

2022

Haridwar, India

HR Trainee

- Assist in the recruitment and selection process, including job postings, resume screening, scheduling interviews, and conducting background checks.
- Collaborate with hiring managers to define role requirements and align recruitment efforts with business needs.
- Handle leadership hiring, headhunting or through executive search agencies.
- Manage the recruitment processes and timelines adhering to established protocols and procedures, maintaining consistency and reliability throughout the recruitment journey.

Royal Enfield

2018

Roorkee, India

RTO Executive

- Managed RTO work, ensuring timely and accurate processing.
- Maintained organized and up-to-date office records, ensuring ease of access and retrieval.
- Developed and maintained accurate Excel sheets, streamlining data management.
- Ensure compliance with all applicable laws and regulations.
- Provide a unique registration number to each new vehicle.

EDUCATION

HNB Garhwal University
Graduation
Bachelor of Commerce

2017—2020

Saraswati Vidya Mandir
High School
Commerce

2015—2017

SKILLS

- Cost Analysis
- Project Management
- Budget Analysis
- Analytical skills
- Customer Relationship
- Decision making
- Adaptability
- Phone and Email Etiquette
- Time Management
- Negotiation
- Creativity
- Advance Excel
- Risk Management
- Teamwork
- Maintain Records
- Conflict Resolution
- Effective Communication
- Organizational Abilities

CERTIFICATIONS

- Business analyst from IIBM
- Business analyst and project management from Coursera
- Power BI from Great Learning Academy