

Pratibha Awasthi

E-mail:	pratibhaawasthi622@gmail.com	Nationality:	Indian
Phone:	+91-9793109328	Sex:	Female
Date of Birth:	6 Th March 1990	Passport No:	Applied

Carrier Objective:-

Looking for a challenging career which demands the best of my professional ability in terms of technical & analytical skill, and help me in broadening Enhancing my current skill & knowledge.

Experience:-

Worked with **Canon Fasteners** as a **Process Co-Ordinator** in purchase department(previous), now in account department.

Job description:

- Updating internal databases with account information.
- Audit and process all bills of purchase and expense for payment on the basis of due date or payments terms.
- Acting as an intermediary between clients and the internal accounting department.
- Maintaining and updating ledger entries.
- Communicating any pending payments to the Accounting Manager.

Purchase Department

- Receive requests for specific products needed and then get price quotes for those products from concerned department.
- Routine purchase order review and follow-up and expediting of orders.
- Resolve changes and discrepancies, and update purchase order information accordingly

Worked with **Amicare Hospital Pvt Ltd** as a **HR admin** from Jan'17 to Nov'17.

Job description:

- Coordination of business improvement.
- Handling Third Party Administration (TPA).
- Policy development & implementation.
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Disclaimer: All the information furnished above are true to the best of my knowledge.

- ❖ Worked with **Krishna Public school (Kanpur)** as a **Mathematics Teacher** from Jan 15 to oct16.

- ❖ Worked with **MTLK Pvt Ltd (A unit of Indian Health Organization)** as a **Technical Officer** from Jan 2013 to Nov 2014.

Job description:

- Responsible for the selling of technical items of the company.
- Preparing presentation for clients.
- Taking feedback for our new product and existing product from the clients.
- Communicating with clients regarding online payment system.

Skills:-

- Strong written and oral communication
- Good interpersonal abilities
- Quick learner
- Team Player
- Good reasoning ability
- Confident

Training:-

SAMSUNG ENGINEERING – Noida Sector 125

Training on DCS system & Field bus communication

Under The Guidance of Mr. Partha (HOD of Instrumentation & Control dept)

Duration: 4 weeks

Projects:-

- Minor project on Fastest Finger First Indicator.
- Major project on Obstacle sensing train Based on microcontroller.
Using IR sensors, DC motor & microcontroller that can stop the train when Any obstacle present in the way.

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Technical Skill:-

- **Operating System:** Windows 10 and 7
- Familiar with Word, Excel, Power Point etc.
- Familiar with **Digital communication, Computer network**
- Familiar with **Microprocessor** (8085, 8086),DCS,PLC

Academic Qualification:-

- **B.Tech(Electronics & Communications)** from **UPTU** in 2012 with an aggregate of 65%
- **HSC** in 2007 with an aggregate of 58.00%
- **SSC** in 2005 with an aggregate of 60.2%

Extracurricular Activities:-

- Coordinated the ROBOTICS workshop in college.
- Participated in RENEWABLE ENERGY SOURCE CAMP.
- Participated in various other cultural activities.
- Give Power Point Presentation on TETRA.
- Active member of “THE RISING CORNER” and “GNIX”(well established NGO’s) .

Strength:-

- Confident, optimistic, interactive & always ready to learn
- Presentation skills

Hobbies:-

- Solve puzzle, Ear pleasant, Creativity, Cooking, Net surfing.

Personal Detail: -

Contact No: +91-9793109328
Present Address: Flat no- 303,Tower No-5, Golf Avenue-2, Sec-75, Noida
Date of Birth: March 6, 1990
Nationality: Indian
Status: Married
E-mail: pratibhaawasthi622@gmail.com

Date:

(PRATIBHA AWASTHI)

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