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| ContactAddress: Al Garhoud, Dubai, UAEPHONE:+971543480785EMAIL: reemabharti693@outlook.comwww.linkedin.com/in/reema-bharti-76426314aSKILLSMicrosoft Office & Google Suite, Stakeholder & Relationship Management, Travel & Expense Coordination, Inventory Management, Document & Information Management, Email Management SkillsPERSONAL DETAILSDOB: - 10/05/1993Passport NO: - C5310325Passport Expiry: - 12/12/2034Visa Status: - Spouse VisaVisa Expiry: - 07/04/2027 |  | Reema BhartiAdmin OfficerProfileDynamic Administrative Officer with 8 years of comprehensive experience in administration, known for effectively streamlining operations and enhancing interdepartmental collaboration to boost organizational efficiency and customer satisfaction. Proficient in MS Office and QuickBooks, with a strong command of administrative functions, documentation, and communication. Skilled in managing e-commerce operations and inventory control, with a proven ability to coordinate processes that align with business goals. Dedicated to upholding high standards of service, confidentiality, and operational excellence.CAREER2021-2023 Admin Officer Future Hi-Tech Batteries, Mohali***Job responsibilities: –*** * Streamlined cross-department communication and administrative processes.
* Managed reports, meetings, and travel arrangements efficiently.
* Maintained accurate documentation and ensured data confidentiality.
* Handled inquiries, correspondence, and file systems with professionalism.
* Supported management operations and improved overall office productivity.

 **Additional HR Assistant Responsibilities:*** Handled and organized HR documentation with accuracy.
* Supported recruitment by coordinating candidate selection processes.
* Assisted in onboarding by completing documentation and reference checks.
* Participated in disciplinary procedures to support workplace standards.
* Updated and maintained employee records and contract details.

2015-2021 Office Executive Ishmeet Agencies, Chandigarh Job responsibilities: - * Managed e-commerce listings and order fulfillment across multiple platforms.
* Created invoices and maintained financial records using Excel and QuickBooks.
* Monitored inventory and coordinated logistics.
* Delivered customer service and resolved client queries.
* Handled petty cash, office documentation, and daily communications.
* Supported HR tasks including payroll and employee records.
* Processed vendor payments and managed expense reporting.

ACADEMIC2011 – 2014 Bachelor’s of Arts Chandigarh, India  |