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| Contact Address:  Al Garhoud, Dubai, UAE  PHONE:  +971543480785  EMAIL: reemabharti693@outlook.com  www.linkedin.com/in/reema-bharti-76426314a SKILLS Microsoft Office & Google Suite, Stakeholder & Relationship Management, Travel & Expense Coordination, Inventory Management, Document & Information Management, Email Management Skills PERSONAL DETAILS DOB: - 10/05/1993  Passport NO: - C5310325  Passport Expiry: - 12/12/2034  Visa Status: - Spouse Visa  Visa Expiry: - 07/04/2027 |  | Reema Bharti  Admin Officer ProfileDynamic 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, ChandigarhJob 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 |