

ROHIT BHAGAT

HS NO.375-A Guru ram Dass Enclave

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Profession Summary

Resourceful production manager driven to cut company cost and boost company revenue through innovative management techniques. Organised and diligent, with excellent written, oral and interpersonal communication skills. Successful in building and motivating dynamic teams

Highlights OR key Skill

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|--------------------------------|---------------------------------|
| *Office management | * Report & Document preparation |
| *Team building and supervision | * Account Payable /Receivable |
| *Staff developing and training | * Book keeping & payroll |
| *Policies & procedures manuals | * Record management |
| *Quality assurance | * Goal attainment |
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Experience

Production management

- *Maximise efficiency of administrative processes by completing paperwork in a timely manner and
- *ensuring proper filling of every document
- *Optimise site processes to ensure high team performance

*Work with team members to increase individual performance and set realistic improvement goals

*Determine areas of improvement for cost control and initiate changes

*Reduce expenses by minimizing waste and allocating staff levels correctly

*Define employee functions and keep individual task

*Implement safety policies to reduce or eliminate incidents

Applying for job,

Supervision or store keeping etc

Educations

Bachelor of arts with pre law

Regards : Rohit Bhagat