

**Harmeet Singh Chhabra**  
**House No: L-3/106**  
**Sector D, Aliganj**  
**Lucknow**  
**Mobile: 7355653791**  
**Email:chhabraharmiit@gmail.com**

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**Organization** **Rinansa Inc Healthcare Ltd. Lucknow**

**Designation** **HR & Admin Manager**

**Duration** **January 2025 to till date**

Managing office work through general administration.  
with emails & correspondence letters.  
Hiring of employee's various profile as per there  
experience and educational background.  
Hiring through online portals, consultancy and reference.  
Verification of background of candidates.  
Attendance and Leave Management System  
Organizing and managing the office, taking on tasks such  
as Maintaining invoices file& imp records.  
Communicate with regulatory bodies.  
Ensure the company complies with relevant laws and  
regulation.  
Instructions to workers and assigned relevant  
responsibilities.  
Monitoring of employees  
Maintenance of the offices  
Addressing the employee's grievances.  
Assisting in daily task of Managing Director.

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**Organization** **Comfab Auto Industries Limited. Lucknow**

**Designation** **General Manager (Sales & Service)**

**Duration** **April 2024 to Dec 24**

Organizing showroom Sales, Service, daily basis accounts and  
administration of Electric two-wheelers of Bgauss scooters  
and Tork Motorcycle's.  
Guiding and motivating sales team.  
Planning and organizing events for Sales Promotion.  
Handling escalated customer complaints & Grievances.  
Coordinating and follow up for outstanding payments with  
Finance companies like HDFC, Hero, Kotak Mahindra & Ecofy.  
Engaging & coordinating with principal companies.  
Assigning relevant sales & service responsibilities.

Monitoring billing of Sale vehicles & spare parts.  
Maintaining accounts on daily basis  
Attendance, Hiring & Monitoring of employees.  
Keeping records of important documents like RC, vendors bill.

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**Organization**

**MR MOTORS EV, Ring Road, Lucknow**

**Designation**

**Showroom & Admin Manager**

**Duration**

July 2022 to March 2024

Organizing showroom Sales, Service, Accounts and Administration of Non-RTO Electric two-wheelers of Fitado & Batterie scooters.  
Coordinating and follow up for outstanding payments with finance companies like Kotak Mahindra & Ecofy.  
Guiding and motivating sales team.  
Planning and organizing events for Sales Promotion  
Handling escalated customer complaints & Grievances.  
Engaging & coordinating with principal companies.  
Assigning relevant sales & service responsibilities.  
Monitoring Billing of Sale vehicles & spare parts.  
Maintaining accounts on daily basis  
Attendance, Hiring & Monitoring of employees.

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**Organization**

**Bright 4 Wheels Sales Pvt Ltd. Lucknow**  
Maruti Suzuki authorized dealer.

**Designation**

Assistant Accountant

**Duration**

August 2015 to June 2022

Reconciliation of accounts and other account duties in timely manner.  
Reconciliation of insurance payouts.  
Checking day book entries of cash receipts of branches.  
Submitting MSC free service coupon in due date on DMS.  
Reconciliation of spare parts  
Calculation of spare parts by HSN no. for GST returns to the manager.  
Follow up with DSE for outstanding payments.  
Follow up for booking amounts and cancellation refunds.  
Keeping sale and purchase records including vendor bills.  
To record all entries on Tally & Wings software.

<b>Organization</b>	<b>HCL Technologies Ltd. BPO .Noida (Process: British Telecom-U.K.)</b>
<b>Designation</b>	Quality Analyst/Performance Improvement Coach
<b>Duration</b>	May 2006 to August 2014
<b>Responsibilities</b>	Worked as QA, Data Analysis and making reports for British Telecom hierarchy. Took Final assessments of trained voice & Accent batches. Organizing training for the floor advisors to improve their performance.

<b>Organization:</b>	<b>BIPS Systems Ltd. New Delhi.</b> Branches were located at Lucknow, Dehradun, Noida and Kanpur.
<b>Designation</b>	Sr. Marketing Executive
<b>Duration</b>	May 2001 to November 2005
<b>Responsibilities</b>	Direct sales of Computer and Peripherals in Central, State Govt. Departments and Corporate Sectors.

<b>Organization</b>	<b>Dynavox Industries Ltd. Mumbai (Lucknow)</b> Distributors of Canon Photocopiers &Fax machine
<b>Designation</b>	Sr. Sales Executive
<b>Duration</b>	From Nov. 96 to Dec 2000
<b>Responsibilities</b>	Direct sales in Lucknow and to dealers of major cities of U.P.

Organization	:	ACE Digitech System, Lucknow.
Location	:	Lucknow.
Designation	:	Marketing Executive
Duration	:	From July 1996 to Nov. 96
Responsibilities	:	Direct sales of HP,IBM computers and Peripherals in Central, state Govt. Departments and Corporate Sectors.

B.Com: 1993 from Lucknow University

Computer Skills: Microsoft Excel, Microsoft Word.

Date of Birth : 15/7/1972

Martial Status : Married

**Harmeet Singh Chhabra**