Nisheeta Mulchandani **Mobile: 8347209190**

**9375354800**

**E-mail:nisheetamulchandani@gmai.com**

**Professional Experience:** Presently working as **Public Relation Officer** since February’2014 in APS International. The profile of my job:

* Communicating and handling all media related issues.
* Communicating with parents.
* Maintaining business & apos.
* Managing the scheduling work and time for Heads of the school.
* Arranging and attending meetings and various liasioning duties.
* Submitting accurate and detailed oriented presentations as and when required.
* Handling advertising and all marketing jobs.
* Managing events for the school both in-house and outside.
* Taking active participating in all co-curricular activities and providing the necessary encouragement to the children and staff members.
* Updation of the students records in the school software.
* Counseling the existing parents and handling the new parents enquiry for the admissions.

**Professional Objective**: To work with a progressive organization in which I can contribute my speaking skills and experience to enhance my own productivity and at the same time achieving the institutional objective with the attribute of time, quality and discipline.

**Highlighting Points:** i)Enormous practical experience.

1. Computer operation at any programme.
2. 50+ wpm typing speed
3. Habitual in Research & Development in I.T. related works.

**Expectations:** a) Challenging tasks to sharpen my skill.

b) Better working environment.

c) More exposure and responsibilities.

**Educational Qualification:**

**Qualification**: B.C.A.

**Husband's Name** Santosh Mulchandani

(9375354800)

**Date of Birth: 22nd April, 1990**

**Residential Address:** B/550, Jawahar Colony, Opp.Police Line,

Sardarnagar, Ahmedabad-382475

**Marital Status:** Married.

**Nationality:** Indian.

**Language Known:** English, Hindi, Gujarati & Sindhi.

**Refernce:** Ravi Patel

**(Branch Manager,HDFC Security)**