**Permanent Address**: C/o Mrs. M. Kharmujai

Nongshilliang Nongthymmai

Shillong, Pin-793014

Meghalaya

**Current Address**: C/o Sanjib Mazumdar

Dwarka Nagar, Puberen Path

Guwahati, Pin-781006

Assam

**Contact No**: +91 97064 51075

**E- mail**: shrutigogoi87@gmail.com

**SHRUTI GOGOI**

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**OBJECTIVE**

Looking for the challenging position in the respective field that offers professional growth with personal capabilities and educational skills. Willing to do challenging jobs with utmost dedication and sincerity.

**PERSONAL SUMMARY**

A go getter and self-starter smart, enthusiast and self-confident unmarried female, willing to learn and have good communication skills with fluency in English.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Exam** | **Name of Board/ University** | **Year of Passing** | **%** |
| **X** | MBOSE | 2003 | 42.3 % |
| **XII** | MBOSE | 2005 | 42.6 % |
| **B.A.(General)** | NEHU | 2008 | 47.2 % |
| **Post Graduate Diploma in Computer Application** | NEHU | 2011 | 70.4 % |

**OTHER QUALIFICATION**

* **MS-OFFICE**
* **Tally**
* **Accounting**

**WORKING EXPERIENCE**

* **Working as an Sr. Administration Executive in Asian Institute of Managemnt and Technology from November 2013 till date.**

**Job profile handled:**

* Administering the 'student lifecycle' from registration or admission to graduation or leaving;
* Providing administrative support to an academic team of lecturers, tutors or teachers;
* Drafting and interpreting regulations and dealing with queries and complaints procedures;
* Coordinating examination and assessment processes;
* Having experience in handling online software portal;
* Maintaining high levels of quality assurance, including course evaluation and course approval procedures;
* Using information systems and preparing reports and statistics for internal and external use;
* Purchasing goods and equipment, as required, and processing invoices;
* Liaising with other administrative staff, academic colleagues and students;
* **Worked as an English Teacher in Mizo Modern Hr Sec. Morning School from February 2010 to September 2013.**

**Job Profile handled:**

* Taught English and Alternative English to higher section pupils.
* Taught Computer Application to junior section pupils.
* **Worked as an Administration and Accounting Assistant in Purple Architecture Pvt. Ltd. from March 2010 to November 2013.**

**Job Profile handled:**

* + Handling books of Accounts.
  + Prepared company accounts and tax returns for audit.
  + Managed vendor accounts.
  + Managed accounts payable and accounts receivable.
  + Monitored and recorded company expenses.
  + Performed general office duties and administrative tasks.
  + Managed the internal and external mail functions.
  + Provided telephone support.
  + Scheduled client appointments and maintained up-to-date confidential client files.
* **Worked as a CRE (Customer Relationship Executive) in Reliance Telecom Limited from May 2007 to February 2010.**
* Provide proper refund and compensation to customers on time.
* Maintain complete and accurate customer correspondence data.
* Develop and update client related reports in online web portal.
* Managing client relationships to build a reputation for excellent service and generate repeat business.
* Identify and develop problem solving methodologies to resolve customer issues.

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**AWARDS**

* First place in ‘Inter School Drawing and Painting Competition’, Shillong
* Silver medal winner, ‘Inter School Quiz competition’, Shillong.
* Third place in the ‘Oriental Dance Competition’, St. Mary’s College, Shillong.
* Award of Excellence as best CRE (Customer Relationship Executive), Reliance Mobile.

**PERSONAL INFORMATION**

**FATHER’S NAME**  : Late Shri. Kamal Lochan Gogoi

**MOTHER’S NAME** : Smt. Chetna Gogoi

**D.O.B**  : 10th ‘August’ 1987

**GENDER** : FEMALE

**MARITAL STATUS** : UNMARRIED

**LANGUAGES KNOWN**

Assamese, English and Hindi

**STRENGTH**

Sheer Hard working, Determination, Enthusiastic, Good Communication

**INTEREST HOBBIES**

Reading, Travelling and Painting.

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| **Declaration** |

***I hereby declare that the information furnished above by me is***

***true to the best of my knowledge.***

Yours Applicant,

Shruti Gogoi