

MEENAL AGRAWAL

2967/10 mahalaxmi pole
delhi chakra, ghanchi ole
ahmedabad, guj 380001

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Career Objective

To obtain a position in the field of management and show the best of me. I have not acquired the personalized degree in this but acquired the knowledge to manage the official and formal work.

Core skills

- Time management
- Communicating skills verbal and written as well
- Computer knowledge
- Work oriented
- Well in managing office equipment's
- Organizing, arranging and coordinating meetings
- Focused and hard worker

Work Experience

1 Yr.

THE TREE HOUSE HIGH SCHOOL
Designation: Admin Incharge

It is the reputed school of Ranip area, ahmedabad. I had worked there for an year under the guidance of our honorable principal ma'am Ms. Mary Thomas. I used to manage data, fee records look for admissions make arrangement for meetings, coordinate staff, and practical work.

1Yr.

THE TREE HOUSE PRE SCHOOL
Designation: Teacher

One of the most famous school of shaibaugh Ahmedabad. Where I learned the minute details of managing kids in such a way that it became fun more than a job. Became very personalized and polite in my nature with positive attitude towards staff members, teachers and children.

Education

Completed my schoolings from D.A.V PUSHPANJALI a very reputed school of Delhi.
Completed my graduation from PUNJAB TECHNICAL UNIVERSITY, JALANDHAR
Completed communication courses and computer training with govt. recognised inst.



YEAR	DEGREE	INSTITUTION	AVERAGE
2010	12 th	DAV PUSHPANJALI	68%
2014	B.C.A	P.T.U(325)	74%

Achievements

- I am a good councilor for the parents
- I am a good dancer
- Managed school functions.
- Good in communication
- Good computer knowledge

Languages

English, hindi, French(basic)

About me

NAME:	Meenal Tarun Agrawa
D.O.B:	10 th Aug 1993
MARITAL STATUS:	Married
QUALIFICATION:	Graduated
NATIVE:	New delhi, India
NATIONALITY:	Hindu
WORKED PROFESSIONALLY:	Yes
YEAR OF EXPERIENCE:	5+

I hereby acknowledge that all of the you above information is true. I assure you that if given an opportunity to serve under your guidance, I shall work most conscientiously to your utmost satisfaction. And make you feel proud to choose me as a member of your company.



