**KANIKA DUA**

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***Seeking a Profile wherein my experience, knowledge & skills can be utilized in a direction***

***of growth to maximize the output from the opportunity I get and add value to the***

***Organization & myself.***

# *Summary*

**An Admistration professional having qualification of Montessori Teaching and BED + 2 years Dip in Holistic health and Fitness with over 5 +Years of experience in the areas of :**

**General Administration & Facilities, / Vendor / , Liaisoning work, Hospitality, & Healthcare Industry :-**

* **Health and Fitness** –Four years as business and general administration.
* **Set up of Office** – Corporate Office Set-up done for Aadyant Education Pvt Ltd,Delhi.
* **Asset Management & Monthly MIS Reports :**- Monitoring and preparing MIS Reports, Expenditure, Budgets, , Vendors Bills, Assets Management etc.
* **General Administration** - Offices day-today monitoring.
* **Administration Support Function-** Work-place services, Mobile Phone, Landline, Data Cards, Blackberry Phones, Laptops, Couriers Services, Visiting Cards, Printing & Stationery, Xerox Machines. Punching Machines, Vending Machines.
* **HR Function-** Recruitment & Selection Process, Induction, Payroll Processing, Full & Final Settlement, Time Office Function, Public Liaison, Preparing Monthly Manpower Reports, Training & Development, Implementing Policies & Guidelines.
* **Vendor Management /Purchases** - Hard core negotiator with different Vendors, Contractors, Purchases, Handling movement of goods.
* **Budgeting & Projects -**Handling Complete Project with Budgeting of Offices premises,
* **Cost Effective Measures & Administration & HR Policy**

**Achievement :**

Winner of Excellence Award for the year 2009-10 for the outstanding contribution made during

the Year working at AEPL(Aadyant Education Pvt Ltd).

### PREVIOUS JOB

Teaching experience

Worked as pre primary teacher at **KR Mangalam World school, Delhi** (apr2008-feb2009)

Worked as pre primary teacher at

**NIRMA VIDYAVIHAR, Ahmedabad** (Apr2016-jun2017)

**Aadyant Education Pvt Ltd. ( CHD Developers Group), Delhi (June’09 to April’10)**

**Joined AEPL as Executive-HR and Admin . Aadyant Education is one of Country’s finest Pre Schools chain, helping them from inception in all HR and Administration related areas along with inputs on Academic Area while preparing various systems and processes.**

#### Current Designation : Sr Executive – Administration & Facilities

### JOB PROFILE

🟈 **General Administration Functions** :

* + Handling General Administration of Corporate Offices, day to day requirement, of Front Office, Pantry’s, Cafetaria, Tea/Coffee Vending Machines, Visiting Cards, Work-Place for staff, Printing and Stationery, Desk Phone, Mobile Connection, Data Cards, Laptop, Computers.
  + Monitoring Reception Desk, Controlling House-keeping staff, Office Boys, Department requirement of outsourcing staff, Oversee of Cleanliness.
  + Monitoring MIS Reports, Budgeting for the Admin Expenditure & implementing cost effective measures, Vendor Negotiation, Purchases.
  + Organizing Events and various Functions for the company.
  + Introducing cost effective measures and stating Administration Policy
  + Recruitment & selection of Executives, Conducting Induction Programmed, Implementing Policies.
  + Controlling Budgeting & Cost Accounting, Admin Set up of Offices departments, Identifying the New Vendors, negotiating and making them on Panel.

**Ananta Wellness Centre, Ahmedabad ( June’08 to June’09)**

**Joined Ananta as Business and Admin Officer to take care of day to day Business in terms of profitability and handle the administration. Ananta is the first ever wellness spa with entire range of Medi-Spa with latest equipments for cellulite treatment from LPG with endermology technology**.

#### Designation : Business and Administration Officer

### JOB PROFILE

🟈 **General Administration Functions** :

* + Handling General Administration of the wellness centre, Managing the Front Office,
  + Monitoring Reception Desk, Controlling House-keeping staff, Office Boys, Department requirement of outsourcing staff, Oversee of Cleanliness.
  + Monitoring MIS Reports, Budgeting for the Admin Expenditure & implementing cost effective measures, Vendor Negotiation, Purchases.
  + Recruitment & selection of Executives, Conducting Induction Programmed, Implementing Policies.

**Rejuvenate Training and Fitness Centre ( Apr’05 to June’08)**

**Proprietor of the business. Handled the customers for converting them to Business, Handled the administration. Rejuvenate was the first ever fitness health centre catering to the needs of various people in central Delhi. The effort was been given on healing of various ailments through various fitness exercises.**

**Academic Qualification**

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| --- | --- | --- |
| **Year** | **Name of Exam.** | **Board** |
| 2011 | **BED** | Kurukshetra University |
| 2008 | **Montessori Teachers Training** | Amity Centre of Education Research  and Training-DELHI |
| 2007 | **2 yrs Dip in Holistic health and Fitness** | South Delhi Polytechnic – DELHI |
| 2005 | **B.A** | Lady Shri Ram College, Delhi University |
| 2002 | **Class XII** | Lady Irwin School, CBSE Board |
| 2000 | **Class X** | Lady Irwin School, CBSE Board |

**IT Skills**

* Hands on proficiency in MS Office (Word & Excel)
* Email Operation
* Internet Services

*Personal Information*

Age : 37 Years

Nationality : Indian

Mother Tongue : Hindi

Marital Status : Married

**(KANIKA DUA)**