

A/06 Roopchand Apartment, Near Kapurbawdi police station, Opp to Ashapura temple, Thane (W)

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Personal Profile

I am a mature, positive and hardworking individual, who always strives to achieve the highest standard possible, at any given task. I possess excellent communication skills and I have the ability and experience to relate to a wide range of people. I enjoy learning new things, I can work very well under pressure and I have the administrative experience to handle queries and effective data management of the work under me.

Career Objective/Summary

Ambitious, energetic, enthusiastic, creative, flexible, self-initiated & dynamic with strong analytical skills and Good communication skills at all levels. Looking for a career and result-oriented job with a rewarding environment in a professional, progressive & fast-growing organization with bright prospects of advancement.

Work Experience

IBS Mumbai [19th December 2016]

Administrator Assistant: (Academics)

- Handling 1st-year students and faculty team and backend process.
- Responsible for handling Student and Faculty queries over the phone and by mail.
- Involved in interacting with students and Faculty regarding their educational delivery services like scheduling batches, lectures, exams
- Maintaining database of Student Wise and Faculty wise.
- Making and Maintaining Student Wise and Faculty wise reports on a Daily, Weekly, Monthly and Yearly basis.
- Making presentations in Ms PowerPoint and Excel.
- Handling multiple reports, working with formulae and various others excel sheet components for accurate data.

- Sending Student Wise and Faculty wise reports to Associate Dean and Academic Dean
- Coordination with Faculty and Students on emails as well as on call.
- Handling CRM.

Rainbow Pre-School International [16thApril 2013-10thAug 2016]

Administrator: School Admin & Transport in charge.

- Coordinate the proper workflow.
 - Meeting and Greeting Visitors and keeping their data maintained.
 - Taking Enquiries and converting them into Admission.
 - Managing day-to-day working activities like proper workflow, documentation, and admission procedures.
 - Perform general clerical duties like mailing and filing.
 - Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
 - Managing administrative activities involving the purchase of equipment, maintenance of procurement, housekeeping, safety, and security.
 - Planning and preparing monthly reports pertaining to Administrative requirements for maintaining office and school transport.
 - Handling cash, and cheques and maintaining records of accounts. Cost control and ensuring timely implementation of the project.
 - Processes, Documentation, audits etc.
 - Liaisoning and co-coordinating with various departments within the corporate office and all other regional offices
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- Handling entire transport of the school.
 - Taking care of bus drivers and bus attendants (Query, Compliant, Salary issue.)
 - Advice management on repair, maintenance & replacement of transport equipment's.
 - Handling parent complaints

ING VYSA Bank [Sept 2012 –April 2013]

Business Development Executive

- Opening of CASA account
- Maintaining reports

Special Knowledge/Skills:

Well-versed with computer

Ability to communicate effectively

Can maintain the data properly

Education

- BMS with first class from V N Bedekar college in 2012
- HSC with first class from NKT college in 2009
- SSC with first class from St. Xavier's School in 2007

Skills and Achievements

Achievements:

- Established good working relationships between management and staff
 - Improved the accuracy of Transport and maintained the reports.
 - Has Taken maximum referrals from the existing people in Rainbow.
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Skills:

- Strong communication skills
- Problem analysis and problem-solving
- Organizational skills and customer service orientation

**Hobbies and
Interests**

Socializing with friends, colleagues and family, dancing, singing.

**Personnel
Information**

DOB: 28th October 1991

Nationality: Indian

Languages Known: English, Hindi and Marathi

Marital Status: Unmarried

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

Regards,

Reshma Shaikh
