

**PERSONAL RESUME**

**Name : VANAJA MOHAN**

**Present Address :** A- 502, Usha Nagar C.H.S.Ltd.,

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Mumbai 400 078

**Telephone** :Cell . 9833017709

: 81695 07223

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**Date of Birth :** June 15, 1965

**Educational Qualification**

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| 1 | S.S.C | Pune Board | 1981 | Second Class |
| 3 | B.Com | Bombay University | 1987 | Second Class |
| 4 | Diploma in Computer  Course | M.S.Office, Excell, Ward, | 1995 |  |
| 4 | Diploma in Financial Mgt,  Personnel Management & H R D | Welingkar Institute of Management, Mumbai | 1997  1998  2011 | B+  B+  B |

**WORK EXPERIENCE**

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| 1 | Working for SRI SRI RAVISHANKAR VIDYA MANDIR School (ICSE board) | Office Executive | June 2009 to March 2020 |
| 2 | M/s. KamdarBros.Overseas Pvt. Ltd. | Secretary Cum Administrative Officer | Jan. 2002 to  May 2009 |
| 3 | M/S. Adino Telecom Ltd. | Jr. Accounts Officer | 1994 to 1998 |
| 4 | M/s. Laxmi Air Control Pvt. Ltd. | Accounts Assistant | 1988 to 1994 |

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**Nature of works done** : Complete admission process.

Attending parents queries.

Making circulars / notices for children & Teachers’.

Maintaining & updating students / teacher’s data & file.

Arranging book fair & exhibitions.

Arranging &booking for picnics, Educational tours etc.

Co-ordinating for recruitment of teaching & non-teaching

Staff/ releaving procedure.

Co-ordinating with school bus association.

Maintaining teachers leave record.

Registering Teachers for Teachers’ training with different

organizations.

Registering students for competitive test, sports

Competitions, scholerships, drawing exam etc.

Maintaining inward/outward register/ stock register/Asset

register etc.

Total in charge for all worksheets , all evaluation papers,

Terminal Examination papers/ Entrance paper/ Re-test

papers and all other correspondence work.

Fulfilling all Education Departments requirements.

Prepare & follow up for renewal of NOC/Namuna 2 or

Recognition of schools Certificate etc.

Making bonafide / Leaving certificate etc.

Taking care of housekeeping/Security/ Stationeries etc.

Taking care of all AMC’s/ renewal of AMC’s.

Self-Correspondence& tender work.

Bank Reconciliation.

Attending telephone/ Checking, sending mails.

Maintaining attendance /salary/Leave/ Bonus registers

Taking care of ticket bookings/ Hotel

Booking & arrangements of conference /

Meetings, Interviews etc.

Coordinating with marketing & Sales dept.

Making all Accounts Entries .

Making Excise Gate Pass, Sales Invoice,

Entries in RG – Part I , Stock Register

& Monthly Reports.

Preparing Cheques& Vouchers, Debit &

Credit notes, Outstanding Statements.

Follow ups with Customers .

Material Status : Married and has 2 Daughters.

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| Speak | Read | Write |
| English | Yes | Yes |
| Hindi | Yes | No |
| Marathi | Yes | No |
| Malayalam | Yes | No |

Linguistic skills :

**VANAJA MOHAN**