**Resume**

**Anuradha Vashistha**

**H. No. 71, Street B6**

**Ashok Vihar phase- 3 extension.**

**Gurugram**

**Contact: 9711847973**

**Email:anuapril89@gmail.com**

**Career Objective**

* To build a career in teaching profession to help and motivate students in achieving their goals through my best knowledge and efforts

**Academic Qualifications**

* Pursuing **B.Ed.** from **Gurugram University** in session **2022-24 with English and SST.**
* **M.B.A.** in **H.R. & Marketing** from **TIT&S, Bhiwani (Maharishi Dayanand University)** in **2011,** securing **65%** marks.
* **B. A.** From **MDU, Rohtak** in **2009, with English, Hindi, Political Science and Sanskrit.**  Securing **64%** marks.
* **10+2** from **Board of School Education, Haryana,** in **2006** securing **79%** marks.
* **10th** from **Board of School Education, Haryana** in **2004,** securing **67%.**

**Work Details**

* Currently working in **K.R. Mangalam World School, Gurgaon**, as **Admin Executive since April 2022**.
* Taking tuitions from class **Nursery to 8th**
* Worked with **Rishi Public School, Gurgaon** as **Admin and Front Office Executive** from October 2019 to April 2022.
* Worked with **National Institute for Entrepreneurship & Small Business Development, Noida** as **Training Coordinator** from September 2011 to July 2013**.**

**Professional Skills**

* Ability to plan, collect material and deliver the lessons in the class.
* Ability to arrange the competitions and assessing the performance of the students.
* Ability to inspire the students for desired results in the language teaching task.
* Well versed with virtual teaching platforms.

**Job Responsibilities**

* Managing recruitment cycle.
* Issuing TC, mark sheets, migration, caution money, character certificates and any other documents to students.
* Updating and managing record of students and teachers.
* Issuing ID cards, experience and relieving letter, salary certificates.
* Handling incoming enquiries of parents and outgoing.
* Handling MIS of new admissions forms, documents, verification etc.
* Handling CBSE oasis of teachers.
* SRN generation of students.
* Handling AWR and CBSE register.

**Internship**

* **Project Topic: “Quality of Work Life”**
* **Organization: Vision Freight Solution, Jaipur**
* **Duration: 7 Weeks**
* **Summary:** Experienced the working environment of the organization & learnt about, what improvement can be made in the working conditions.

**Computer Skills**

* **MS Office, Operating systems open office and Windows.**

**Key Skills**

* Ability to work, in a new & challenging as well as deadlines driven environment.
* Willingness to, work in groups & ability to lead group activities.
* Willingness to learn new concepts & ideas involving new technologies with an ability to adapt quickly & implement effectively.

**Date: (Anuradha Vashistha)**