**CURRICULM-VITAE**

REETIKA SINHA  
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**OBJECTIVE:**

Seeking a position to utilize my skills and abilities in the industry that offers professional growth while being resourceful, innovative and flexible.

# WORK EXPERIENCE St.Albert's High School Patel Nagar | Nursery Teacher Jan-21 –Mar’22

# Evaluates students' academic and social growth, keeps appropriate records and prepares progress reports. Monitor children's interactions and nurture cooperation and sharing. Oversee children in order to make sure they are safe. Cooperate with other teachers and administration staff.

# Step By Step School Patel Nagar |Accountant & Play Teacher Sep-16 – Nov-19 Ensure accurate and timely billing of tuition and collection of fees. Manage cash flow including petty cash bookkeeping. Salary calculations, payroll and payslips. Ensure accurate management of the fixed asset register. Developing a careful and creative program suitable for preschool children.

## **INDUCTUS CONSULTANTS (P) LTD |Human Resources Executive**

Aug 2014 – Feb-16

Recognizing the manpower needs and taking them to the HR manager for approval

Creating job descriptions for various roles and advertising them on various platforms

Assisting the recruitment process by reviewing CVs and shortlisting candidates

Managing and handling the orientation of new employees

Managing the employees’ data of each department

EDUCATION:

* Bed from Vaishali institute of education and technology in year 2023.
* MBA from Sikkim Manipal University in Human Resource in year 2014.
* Bachelor of Arts in Psychology Hons from Magadh Mahila College (Patna University) in year 2010.
* Intermediate in Arts from J.D womens college in year 2007.
* 10th from St. Paul’s academy (I.C.S.E) in year 2005.

Technical Qualification:

Six months diploma in computer application from Sarvodaya softech computer institute 2010

IT Skills: MS Office MS Excel, Analytical & Co-ordination & Business Development

Languages: Basic Knowledge of C & C++

Strengths: Innovative, Confident, Learner, Work with team, discipline, Flexible, Goal oriented.

Personal Details :

Father’s Name : Sri Rabindra Kumar Sinha

Date of Birth : 08/07/1989

Language Known : Hindi, English

Nationality : Indian

Date………………………. Signature:

Reetika sinha