**PREETI TANWAR**

**G1/100, New Palam Vihar, PH-I, Gurgaon**

**Mob-8700602184**

**ID- [PREETIYASHI@GMAIL.COM](mailto:preetiyashi@gmail.com)**

**CAREER OBJECTIVE**

Seeking the School Administrative Assistant position where I can apply my experience and efficiently contribute to the organization’s growth and enhance my interpersonal skills.

**Summary of Skills:**

* Proficient with Microsoft Word, Excel and Internet.
* Good communication skills.
* Exceptional ability to adapt to a rapidly changing environment and requirements.
* Organized and detail oriented.
* Ability to work independently and in a team environment.
* Ability to maintain cooperative working relationships with parents.
* Responsible towards my profession.
* **Punctual.**

**Work Experience**

* Admin Coordinator

**Sucheta Memorial School, 2022 to 2023**

* Maintained staff records.
* Doing MIS Portal.
* Manage and update employee’s details and files
* Handled CBSE Registration of Classes 9 to 12
* Instruct and checking the work of the House Keeping Supervisor.
* Data Entry work
* Admin Executive

**New Cambridge Public School, 2021 to 2022**

* Maintained student records from classes 1 to 8.
* Provided student reports to department coordinator, teachers, and co- workers and generated monthly staff attendance.
* Type letters, circulars and other documents.
* Manage Employees files
* Admin Executive

**The Maurya School, 2017 to April 2020**

* Assisted to Vice Principal to handle UPSC Prelims and CBSE Workshops.
* Handled CBSE Registration of Classes 9 to 12 and also update OASIS portal as well.
* Doing MIS Portal and UDISE work.
* Update Admission/Withdrawal register.
* Joining and relieving process of the Employees.
* Manage and update employee’s details and files.
* Update student’s dossiers and follow up with parents regarding pending documents of classes 9 to 12.
* Made Bonafides of the students and TC process.
* Data Entry work.
* Admin Executive

**Royal Oak International School, 2013 to September 2017**

* Worked on Innovaeplus school software and coordinate with teachers for DAR (Daily Activity Report).
* Doing MIS Portal and UDISE work.
* Update Admission/Withdrawal register.
* Joining and relieving process of the Employees.
* Manage and update employee’s details and files.
* Update student’s dossiers and follow up with parents regarding pending documents of classes 9 to 12.
* Made Bonafides of the students.
* Data Entry work.

**Academic Qualification**

* B.Ed from Singhania University.
* Graduate from Delhi University.
* 12th from C.B.S.E. From G.S.K.V, Naraina, New Delhi
* 10th from C.B.S.E. from G.S.K.V Naraina, New Delhi

**Extra Qualification/Experience**

* Certificate in Office Automation (4 months 2007)
* Certificate in Bank training as an apprentice trainee in Indian Overseas Bank, New Rajinder Nagar, Delhi (2003 to 2004).

**Hobbies**

* Drawing and Listening good music.

Personal Profile

Father’s Name : Late. Surendra Kumar Tanwar

D.O.B : 2nd September, 1984

Marital Status : Married

Spouse Name : Mr. Ombir Singh

Permanent Address : H.No.G1/100,New PalamVihar, GGN

Languages known : Hindi and English

**Place: New Palam Vihar**

**Date: PREETI TANWAR**