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| **Yogesh Chandra Pandey** | Mobile: +91--7017692645 |
|  | Mobile: +91--9568908802 |
| Ref: LC482-9174 | aadipandey@yahoo.com |

**Summary**

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Profile: Male, 29, Married



Nationality: India



Current Location: India



Driving Licence: None



Current Position: Admin Assistant



Company: Hind Senior Secondary School



(Reporting to: Managing Director)

Notice period: Upto 1 month



NOC Requirement: None



Preferred Locations: UAE, Dubai, Kuwait City



Salary Expectation: Pre Set Salary Standards



**Work Experience**

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Mar 2009- Present **Hind Senior Secondary School** **New delhi, India**

Teacher Maths

Cordinator- Secondary Section

Class teaching

Activity Incharge

Rechecking the subordinates

Events Incharge

Office Management

Meetings Management

Briefing members of my team about school goals and I am also a part of



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admission cell of the school.

Handling front office and admin task whenever needed.

Rechecking the work of my team members and also maintained communication with CBSE Board officials.

Conducting Board practicals and taking care of smooth run of internal and external exams.

Representing School in outside meetings and board meetings.

**Education**

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Aug 2006 - Jul 2009 **William Carey University** **Uttarakhand, India**

Commerce/ Business Studies/ Accountancy/ Economics, Bachelor(BSc/BA),

GPA A

**Other Certificates**

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| 2013 | **Teaching Workshop** | **Central Board Of Secondary** |
| **Education, India** |
|  |  |
| 2011 | **Computer Certificate** | **ICFAI UNIVERSITY TRIPURA, India** |

**IT Skills**

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| **Windows & Office tools** |  |
| Microsoft office/ICT | Expert |
| skills |
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**Languages**

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English Fluent



**Comments**

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I have been awarded as THE BEST EMPLOYE in my workplace by my management and students for three years continously.

During my work I have been given different opportunities



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