



## Aarti Sharma

Jhajjar, Haryana  
7895811960 | hraarti@yahoo.com

### Objective

Exceptionally organized individual with 3 years of Coaching and school administrator experience, seeking the position of Education Administrator in IMPETUS ACADEMY. Coming with multi-tasking skills, good judgment, good communication skills, and ability to work independently, to foster the operations of the institute.

### Experience

- **KEVIN ACADEMY (IIT-JEE/MEDICAL/FOUNDATION/BOARDS); Ghaziabad, UP** 2017 - 2019  
PR Manager
  - \* Instructed the students in career development techniques in Medical and Engineering fields, such as how to compete with other aspirants.
  - \* Discussion with parents about student's interest and to guide for the proper selection of the course of study.
  - \* Planned and promoted career and employment related programs and events such as career planning presentation, work experience program and career workshops for the students and the Kevin-team too.
  - \* Applied strategies to run an efficient department that is best for the academy and the students alike.
  - \* Compiled all necessary paperwork and applications and prepare a student file for individual and cumulative analysis.
- **AMM SCHOOL, GHAZIABAD** Feb, 2019 - March, 2020  
PR Manager  
Responsibilities are same as in Kevin academy.
- **East India Private limited, Gr. Noida** 2020 - 2021  
HR Assistant
  - Confer with department heads and HR personnel to determine the need for hiring staff.
  - Create attractive job postings and ensure that they are timely placed on print and social media platforms.
  - Act as the sole point of contact for applicants applying in response to each job posting.
  - Set up interviews and conduct interview proceedings, along with other human resource personnel.
  - Shortlist viable candidates for each job and arrange to have them called in for another interview.
  - Ensure that all chosen candidates are informed about their status through telephone and email.
  - Assist in the training and induction of newly hired personnel following departmental policies.
  - Perform a wide variety of outreach and networking activities to manage recruitment work effectively.
- **Alok Placement & Swastik Enterprises** 2021 - Till now  
Freelance Recruiter
  - \* Work closely with group heads and hiring managers to understand recruitment needs Responsible for recruiting all full time and freelance roles.
  - \* Assessing skills, experience, and culture fit through screening and interviews Work with hiring managers to craft and communicate job descriptions that attract diverse talent for all open and upcoming positions.
  - \* Manage appointments, schedule and organize external interviews.
- **Donald's Bakery, Ghaziabad** March 2021 - Nov. 2021  
Branch manager, Modinagar
  - \* Maintaining public relations and services.
  - \* Staff management and coordination.
  - \* Marketing
  - \* Financial management.
  - \* Stocks management.

### Education

- **Shubharti UNIVERSITY, MEERUT** Pursuing  
MBA (HR & Marketing)
- **CCS UNIVERSITY**  
BA , History Hons.

- **UP Board**  
HSC
- **Haryana Board**  
Matriculation

### **Skills**

- Teamwork Spirit. Leadership qualities. Good observation skills. MS Office and basic computer knowledge. Worked on Job Portals. Passionate and responsible. Multi tasking and time management skills.

### **Professional Summary**

- Resourceful, competent, and organized individual, with a solid background in performing administrative assistance work within an academic capacity. Unmatched ability to undertake public relations roles within the institute/school, and outside. Highly skilled in responsibly handling coordination and liaison between institute departments.

### **PROFESSIONAL COMPETENCIES**

- Administrative Support
- Diary Management
- Appointments Handling
- Follow-up
- Department Association.
- Information Collation
- Teacher Coordination
- Student Records Management
- Meeting Administration
- Staff Appraisals
- Meeting Minutes Handling
- Alumni Coordination

### **Personal Details**

- Date of Birth : 25 October 1990
- Marital Status : Married

### **Reference**

- **Imteyaz Alam Quraishi - "Impetus Academy"**  
Owner (Partnership firm)  
imteyazalamquraishi@gmail.com

### **Declaration**

- *I sincerely declare that the facts provided in this resume are true and correct to the best of my knowledge.*