



SANYOGITA TOMAR

[ADMIN EXECUTIVE]

PROFILE

TO WORK AS A ADMINISTRATIVE EXECUTIVE AND OPERATIONS TO UTILIZE EXPERIENCE IN BUILDING GOOD RELATIONSHIPS WITH CUSTOMERS, ANALYZING INTERNAL AND EXTERNAL FACTORS AFFECTING BUSINESS GROWTH, AND RECOMMENDING SOLUTIONS TO IMPROVE SALES AND DEVELOP NEW SKILLS CONTACT

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9565199604

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HOBBIES

LISTENING MUSIC
COOKING
SINGING
DANCING

CERTIFICATION DIPLOMA COURSE

DIPLOMA IN COMPUTER APPLICATIONS

DIPLOMA IN FINANCIAL ACCOUNTING

PURSUING ADVANCE DIPLOMA IN FINANCIAL ACCOUNTING

EDUCATION

HIGH SCHOOL

[KENDRIYA VIDYALAYA NO 1 AFS ALLAHABAD]
[ENGLISH, HINDI, MATHS, SCIENCE, SOCIAL SCIENCE]

INTERMEDIATE

[KENDRIYA VIDYALAYA AFS AGRA]
[ENGLISH, PHYSICS, CHEMISTRY, MATHS, HINDI]

GRADUATION

[ST. JOHNS COLLEGE AGRA]
[PHYSICS, CHEMISTRY, MATHS]

POST GRADUATION

[ST. JOHNS COLLEGE AGRA]
[MATHS]

B.ED FROM LUCKNOW UNIVERSITY

WORK EXPERIENCE

CENTRE FOR MARITIME EDUCATION AND TRAINING [ADMIN EXECUTIVE]
[2022– NOV 2023]

[MAINTAINING RECORDS OF HOSTEL INCOME AND EXPENDITURE]

WORK AS MATHS AND SCIENCE TEACHER IN NKM PUBLIC SCHOOL

WORK AS MATHS TEACHER IN SARDAR PATEL GURUKUL ACADEMY

SKILLS

- Excellent communication and coordination skills.
- Ability to make decisions and solve problems.
- Strong multi-tasking ability and organizational skills
- Comfortable in working with the top management, staff and workers