**SAYNMIKA SACHDEVA**

B IV - 1002, Eldeco Golf View Apartments,

Sector – Omega I, Greater Noida,

Uttar Pradesh.

**CAREER OBJECTIVE**

Work for an organization that offers me a position where I can use my ability to efficiently manage and administrate processes and resources and apply my communication skills and excellent command over written / spoken language to effectively contribute towards organizational excellence.

**WORK EXPERIENCE**

Organization: **Ryan International School , Greater Noida.**

Designation : Front Office executive/ Office assistant

Duration : April – August 2008

Job responsibilities:

* Taking care of daily operations of the school
* Handling parents grievances
* Handling principal mam’s appointments
* Conducting entrance exams for classes 9 – 12 th
* Carrying out the admission formalities
* Assisting the official workload

Organization: **Oxford University Press, Delhi**

Designation: Administrative Services .

Duration: May 2003 – October 2003

Job responsibilities:

* Managing and updating the Title Master for all the academic, educational and imported titles.

Organization: **Oxford University Press, Delhi**

Designation: Administrative Services.

Duration: Sept 2001 – June 2002

Job responsibilities:

* Marketing of educational titles to the schools
* Managing the database of all educational institutions .

Organization:**WAPCOS (Water and Power Consultancy Services (India) Limited), a Govt. of India Undertaking.**

Designation: Management Trainee

Duration: Aug. 2000 – Sept. 2000

Project Undertaken:

* System Analysis and Design of Inventory Management System and Management Information System.

**ACADEMIC PROFILE**

* Masters of Business Administration (MBA) from Guru Gobind Singh Indraprastha University, Delhi (1999 – 2001) – 69.2%
* B. Com (H) from Indraprastha college for Women, Delhi University (1996 – 99)- 59.3%
* A.I.S.S.C.E. (12th std) D.L.K.H.M. School, Delhi(1995-96) – 81.4%
* A.I.S.S.E. (10th std)D.L. K.H.M.School, Delhi (1993-94) – 75%

**SAYNMIKA SACHDEVA**

09811896790, 0120-4291867

saynmika@gmail.com