**Poonam Jha**

**Mobile**: +91 9619277989 **Email:** [poonamjha58@gmail.com](mailto:poonamjha58@gmail.com)

303 Prim rose, Rachna Garden, Mulund Colony, Mulund (West) - Mumbai 400 082

**OBJECTIVE**

In quest of a challenging position in the organization that offers generous opportunities to explore & outshine and supports in accomplishing personal, professional as well as organizational goals.

**SCHOLASTIC CREDENTIALS**

**MBA** with specialization in **HR,** from Sikkim Manipal University with first class

**BA** with specialization in **office management & secretarial practice,** from Delhi University

**Achievements:**

* Awarded **Best student** of the year in higher secondary school level
* Awarded **Second Position** in Motilal Nehru College (D.U)

**TECHNICAL SKILLS**

Proficiency in MS office – Excel, Word, PowerPoint

Good knowledge of computer fundamentals

**PROFESSIONAL EXPERIENCE**

**Orchid International School Period: Nov2020- Mar 2023**

**Designation: FOE**

**Responsibilities:-**

* Explaining to parents on facilities and benefits provided by the school for the kids
* Providing information about the quality education, co-curricular activities and safety measures that school provides
* Promote the school attracting parents and closing the admission
* Follow-up and Convert enquiries into Admissions
* Collecting documents from parents and Handling parent queries
* Maintaining the GR register
* Maintaining Bonafide certificate, Leaving certificate.

**Lets Talk Institute Period : Dec’2012- Mar’2020**

**Designation: Senior Counsellor**

**Responsibilities:-**

**Counselling**

* Provide Counselling Face to Face and over the Telephone
* Follow-up and Convert enquiries into Admissions
* Completion of Joining formalities with the Institute

**Miscellaneous Activities**

* Liasoning with internal and external agencies for student placement
* Scheduling batches, coordinating the time schedules with the employees.
* Scheduling PTM and making Absenteeism calling
* Organizing, compiling and updating students and Branch records and documentation.
* Helping the department heads as and when required.
* Scrutinize resumes for open position and conduct Interview.
* Coordinating with the staff member for the Branch performance and share report to management on daily basis

**Achievement** – Awarded as the Employee of the quarter in the operating branch for 3 quarters. Improvement in performance of the branch on multiple occasions

**Lord’s Shoes Period: Apr’2012 to Sept 2012**

**Designation: Admin Executive**

**Responsibilities:-**

* Maintaining Personal records of Employees
* Record & Maintaining leave records of Employees
* Emailing to the short listed resumes & check their availability and interest
* Issuing appointment letter and offer letter

**Triveni cargo Logistics Period: Feb 2010 – Dec 2011**

**Designation: HR/Admin Executive**

**Responsibilities:**

.Looking after day to day office activities

* Handling Assets management & Inventories
* Preparing appointment letter & offer letter
* Pre-scanning & Interviewing Candidates
* Handling Travel Arrangements

**PERSONAL DETAILS**

**Date of Birth:** 08th Feb, 1986

**Marital status:** Married

**Languages Known:** English and Hindi

**Preferred Location:** Mumbai

**Reference:**

Available upon request