**SARIKA SANTOSH SINGH**

***9819026958***

***Mail id: sarikasingh1910@gmail.com***

**Career Objective:**

To work in challenging environment, utilizing my skills and knowledge to the best of my abilities and contribute positively to my personal growth as well as growth of the organization.

**SPECIAL SKILLS/ABILITIES**

* Analyzing things very deeply
* Working in a team
* Sincere,hardworking,honest

**EDUCATION**

| **Examination** | **School/College** | **University** | **Month/year of passing** | **Percentage obtained** |
| --- | --- | --- | --- | --- |
| B.ed | GURU NANAK COLLEGE OF EDUCATION & RESEARCH | MUMBAI UNIVERSITY | March, 2017 | 65% |
| M.COM with Financial Accounting | V.K.KRISHNA MENON COLLEGE,MUMBAi | Mumbai University | March,2014 | 60% |
| B.Com  with computer  Application | V.K.KRISHNA MENON COLLEGE,MUMBAI | Mumbai University | March,2011 | IInd class  (54%) |
| H.S.C | V.K.KRISHNA MENON COLLEGE,MUMBAI | Mumbai Board,  MSBSHSE,Pune | Feb,2007 | 72.66% |
| S.S.C | R.A.U.B.S. English High  School, Mumbai | Mumbai Board,  MSBSHSE,Pune | March,2005 | 74.60% |

# COMPUTER KNOWLEDGE:

* Conversant with packages like Tally Erp 9.0 and have working knowledge in MS-Word, MS-Excel, MS-Power point, DOS, Internet and E-Commerce.
* I have done CBA-Complete Business Accountant from IIJT in THANE

# WORK EXPERIENCE:

# KKV Junior.College of Commerce and Science, Bhandup as an Academic Co-ordinator and Professor (13/06/2017-30/04/2018)

# Work role was as a teacher for subject OC,SP and BK

* Co – ordinator between Management and Govt Teachers for their work as time table planning, making lesson plans, Attendance and maintaining discipline in college.
* Assisting Govt teachers for Examination work as supervision, assessing answer sheets, making question papers, making marksheets, conducting open houses etc.

# Meridian School Titwala .(01/12/2019-20/03/2022.)

* Work role was an Academic coordinator for Primary Section(1st-4th )
* Working for Principal, Parents, Students and Teachers.
* Assessing lesson plans, scheduling meetings for teachers and Principal.
* Helping admission department for admission counselling.
* Motivating teachers to conduct various activities.
* Assisting teachers for log book completion and attendance register
* Also, conducting lectures in absence of teachers.

**ITM Group of Institutions as an Academic Coordinator (4th May, 2022 till date)**

* Work role is to handle Academics and Examination Department of Raipur Vertical.
* Coordinate with faculty and ensure the session plans/Time Table
* Managing the Time Table
* Making Internal and External Schedule of Examination
* Capture attendance on system
* Generate Employee id/Student id on system
* Ensure the marks entry on system
* Ensure the training programme
* Ensure the result processing/ TR Sheet/ Mark sheet
* **En**sure the admission work on system
* Ensure the fees work on system
* Also, co ordinating between Vendor and Verticle for smooth processing of all functions.
* Ensure all the work related to Examination done on time by Verticles Executive

# INTERESTS/ACTIVITIES

* Dancing
* Singing
* Reading Books
* Playing Badminton

# ADDITIONAL INFORMATION

* Secured many prizes in extra-curricular activities both in school as well as college.
* Participated in Handwriting, Singing, Elocution, and Essay Writing and bagged many prizes throughout the School life.

**PERSONAL DETAILS:**

**Date of Birth :** 7th October, 1991

**Age/Sex : 31** yrs. /Female

**Marital Status :** Married

**Cast :** Hindu

**Language Known :** English, Hindi, Marathi.

**I, hereby declare that the above given information is true.**

**Signature**