

RICHA MATHUR
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OBJECTIVE

To obtain a position in a Senior Secondary School that will utilize my dedication to children's educational needs and development. To encourage creativity and higher order thinking in a way that increases student performance.

EDUCATION

- Bachelor in Education (B.ED) from Maharishi Dayanand University, Rohtak, scoring First division, with main subjects Maths and Economics, scoring 64%.
- Post Graduation Diploma in Business Management (PGDBM) in Finance from Symbiosis, Pune scoring 61%.
- Graduation from ARSD College, Delhi University in commerce discipline, B Com (Hons) scoring 58%.
- Senior Secondary School Examination (CBSE) from DAV, Vikas Puri with main disciplines in Commerce with Mathematics scoring 80%.

TECHNICAL SKILLS

- Hands-on experience of Microsoft Excel, PowerPoint, Word.
- Tally ERP - 9.0
- SAP Financial Module
- Oracle

PROFESSIONAL EFFICIENCIES

- Excellent Interpersonal skills
- Excellent written, communication, inter personal, liaison and problem solving skills with the ability to work in multi cultural environment.
- Energetic, sharp and committed
- Lenient in handling the students.
- Disciplined
- Confident
- Analytical

PROFESSIONAL SUMMARY

- Working as Admin Officer with Royal Oak International School, Gurugram since July 2018. Profile includes: CBSE Registration of Classes IX to XII, Liaisoning with the parents for students documents, preparation of circulars and notices, Handling admission related queries and other admin related work.
- Worked as an Accounts Officer with Trinity Institute of Professional Studies. Profile includes Fee Collection, Salary Distribution, Entries in Tally, Cash Handling.
- Worked with multinational companies like American Express and EXL Pvt Ltd for over 8 years, Profile includes: Accounting, Reconciliations, VAT Returns, Month end accounting

PERSONAL DETAILS

Date of Birth: 16 December 1985

Languages Known: English and Hindi

Permanent Address: G2-053, Centrum Park, Indiabulls, Sector 103, Dwarka Expressway, Gurgaon