

Tushar Ahaley

Ratn-Shanta, Opp Tilak Complex, Canada Corner, Nashik-422 002

M: 9422770862, (R) 0253-2577806, tushar_ahaley@yahoo.com



Work Experience:

Delhi Public School Nashik, Village Manori, Off Vani Dindori Highway, Nashik-422004.

Public Relation Officer, November 2012 to Present

Report to: Principal

Key Responsibility Area

- Responsible for handling admission enquiry, admission procedure, parent counseling, resolving parent grievances and develop a strong parent school partnership.
- Co-ordination for events and arranging field trips & other interschool activities.
- Handling purchases related to school event and activity. Petty cash accounting.
- Responsible for co-ordination with the media, independently draft press write up, articles to be published in the newspapers to promote school activities.
- Independently able to draft, design and co-ordinate publication of school newsletter.
- Responsible for graphic designing and printing of material for the organization.
- Responsible for MIS and School Management Committee Reports.
- Coordinating with Parent Teacher Executive Committee members and school management for conduct of committee meeting, minutes of meeting, election of PTE members.
- Liaison and coordination with Zilla Parishad, deputy director education office for statutory compliance, providing statutory information in prescribed format to education department.
- Coordination with exam cell for conduct of CBSE AISSE and AISSCE exam.
- Responsible for RTE admission procedure and counselling of parents
- Responsible for cafeteria accounts, organizing and co-ordination of catering facility for guest, teachers, events and activity. Guest stay arrangement, travel and hospitality.
- Responsible for drafting letters and all communiqué from principal office.
- Able lead and manage front office staff and related administrative work.
- Facilities-Procuring, Interacting / follow up with vendors, safety management, AMC, cleanliness and upkeep of the premises, oversee housekeeping responsibility with supervisor, attend to small civil works.
- Transport-Coordination for transport safety committee, maintenance and upkeep of transport, driver, attendant documents and timely renewal, inspection of buses for safety norms. cab arrangements for guests as per need. Ensure availability of buses for student's trips, sports and other interschool activities, travel arrangement for students and staff to participate in CBSE & DPS society programs.
- Housekeeping- Daily School round checking for safety & cleanliness of all school facility like classrooms, corridor, water filter, washroom, activity rooms, labs, swimming pool, sporting facility, bus parking area, garden and surrounding campus.

Ashirwad Prints and Computer, Canada Corner, Nashik

June- 2004 to October-2012

- Planning, assessing and organizing client printing orders from concept to completion.
- Liaison between client and vendors, working to pre-agreed time scale and budget.

Samarth Marketers, Fire and Industrial Safety Consultants, Canada Corner, Nashik

Accounts and Administrative Officer, April 2001 to June 2003

- Responsible for Sales Administration, Logistics, Inventory management, Accounts

Samsonite South Asia Pvt Ltd, Igatpuri, Nashik

Accounts Officer, December 1997 to February-2001

- Responsible for Accounts Payable-Indirect Purchases

Taj Residency, Satpur, Nashik

Front Office Executive September 1997 to December 1997

- Sales Accounting, Auditing, Preparation of MIS reports, Guest reservations

National Telecom of India Pvt Limited, Satpur, MIDC, Nashik

Accounts Assistant- May 1995 to June 1996

- Responsible for Bank Reconciliation statements, Bank Book, Data entry of vouchers, Petty cash payment and Accounts Payable.

Parag Foods, Dadaji Kondeo Nagar, Near Nirmala Convent High School, Nashik

- June 1994 to May 1995
- Worked in family owned food business dealing in frozen foods and beverages.

Qualification

Year	Degree/Diploma Obtained	University/ Board	Class Obtained
2005	Masters in Management Science-Marketing Management	Poona University	1 st Class
2004	Post Graduate Diploma in Business Management	Poona University	1 st Class
1994	Bachelor of Commerce	Poona University	1 st Class

Other Credentials:

- **Certificate Course in Hotel Management and Catering Technology**

Academic Year August 2009 to April 2010, Mahatma Gandhi Vidyamandir Institute of Hotel Management and Catering Technology, Maharashtra State Board of Technical Education.

- National Stock Exchange Certification in Financial Markets, Mutual Fund Advisor Module
- **IT Skills:** Working knowledge of MS word, Excel, Power Point, CORELDRAW, Experience of working in an ERP environment Finance Module. Edunext school management software.
- Wings Software for Accounting and Sales Administration
- Languages: English-Conversational, Business, Literary, Fluent in spoken Hindi and Marathi

Personal Details

- Date of Birth: 15-09-1972
- Marital Status: Married
- Interests- Light Reading, Study of World Cuisines, and Tennis.