Radhika Rampal

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* Objective Statement: I am an efficient worker having excellent interpersonal skills and relationship management skills and my intent is to enhance and therefore to innovate the work culture for the betterment of all parties concerned. Also, I have an immaculate sense of organization and management.

Achievements:

* Effectively participating in a cohesive team of teachers with a shared vision of imparting quality education.
* Employers’ satisfaction.

Experience:

* Presently working as Admin and HR at Bright Land School since 23 November 2020.
* Office Coordinator at Kochar InfoTech from 18 September 2017 to 26 May 2020.
* PA to CA Coordinator and CA Exam Officer at Cambridge International School from April 2016 to May 2017.
* Career Consultant and Admin Faculty at Ajanta Institute Of Management And Information Technology (Affiliated to LPU) from 15 June 2015 to 10 April 2016

Skills and abilities:

* Effective handling of parent and teacher queries as well as concerns
* Efficient conduction of examinations
* Skillful use of the computer in creating documents and organizing them
* Receive, read and evaluate the Coordinator’s incoming emails, post and phone calls
* Bring matters to attention when appropriate
* Prepare meeting agendas
* Maintain electronic and other records, including accurate and up to date personnel files and records for all staff, keeping all records confidential and accessible only to staff authorized to have access.
* Maintain a helpful, professional demeanor at all times and receive queries and complaints in a calm, positive and reassuring manner.
* Maintain records of pupil’s progress and development
* Fulfill needs of Faculty and providing needful resources to them
* Handle Accounts and Proper Cash management
* Resource Candidates for LPU as well as ICA and getting admissions done
* Regular follow ups
* Coordinating with vendors for monthly required material for office.
* Handling CEO’s personal Any do Tasks.
* Maintaining vouchers for 2 branches.
* Supervision of housekeeping staff.
* Purchasing material online.
* Flight and Train ticketing.
* Handling Teacher’s and helping staff salaries.
* Handling of all recruitment and Exit process.
* Handling of School fee software , front desk and other admin related work.

Education:

* Master in Business Administration from Lovely Professional University in Major Finance and Minor HR with CGPA 7.
* Bachelor in Commerce from Guru Nanak Dev University, Amritsar.
* +2 in commerce stream from Punjab School Education Board.

Summary: I am adept in multitasking, working on the computer while handling queries. Being a team member, I believe firmly in cohesion and progress for all.

References:

Mr. Aman Kumar Ms. Isha Poddar

Lead Payroll department HOD Sst

Kochar Infotech pvt ltd. Cambridge International School, Amritsar

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