# Rashi Verma

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# OBJECTIVE

To obtain an Admin and/or operation Coordinator position where I can fully utilize my experience, training skills and energy to contribute to profitability, teamwork, and company success. To continue to develop and apply knowledge in order to support operation requirements and functionality.

# PROFILE

Detail-oriented professional with seven years experience as an Administrative Assistant, operation Support and school Coordinator. Congenial, self-starter, highly organized individual with a strong work ethic and a proven track record of reliability and determination.

# COMPUTER SKILLS:

Effective knowledge in a variety of business computer systems and programs including: Microsoft Outlook, Microsoft Excel, Microsoft Word,

**PROFESSIONAL EXPERIENCE**

**‘Business Development Head’’ in SURAMI IMPEX PVT LTD. (RADON) 06 Jan 20 - Present**

* Handle Team & Process New Enquiries from Customers
* Manage the product program proactively to ensure timing and objectives are met for all customer milestones with Lead the program team
* Identify and communicate impediments to the successful completion of program milestones
* Interface with required functional disciplines and departments for program support
* Coordinates and maintains communications with our design and operations staff and our customer for all program activities.
* Co-ordinate with Engineering/Development team & Design Team for Technical Feasibility.
* Involvement in Contract Review & Feasibility Review
* Good communication skills A positive attitude Negotiation skills&
* Research and analyze market conditions and opportunities.
* Promote initial follow ups for sales prospects of the product.
* Good handling and preparation of sales status reports in MS-Office Word, Excel etc.
* Maintain hard copies and electronic filing systems.
* Conduct and coordinate marketing employee meetings and conferences.

**“Branch Head” in Petal’s Play School 17 Nov 18 – 4 Jan 2020**

* Work closely with the Center Coordinator to oversee all aspects of classroom program planning, implementation, and evaluation within the guidelines of the center’s appropriate practices.
* Provide expert advice in preschool programming and interact with parents during PTM and on need basis
* Regularly attend trainings/workshops and read journals to keep abreast on current developments in area of expertise.
* Provide ongoing mentoring and coaching to teaching staff through spending time in classrooms to introduce and support new ideas, strategies, etc.
* Work with teachers in moving along the continuum of implementing the Curriculum.
* Work with preschool classroom staff on understanding and implementing documentation as part of their curricular work.
* Interviewing prospective candidates for respective positions through Internal Job Posting.
* Conducting performance reviews and performance review conversations of all preschool classroom teachers during the time of appraisal.
* Provide an attractive and welcoming environment in which learning is made visible through children’s art work or displays that promote a child’s self-esteem.
* Provide oversight to assure that these experiences are positive ones.
* Guides teachers for creation of assessment, report cards, diary writing, port folios etc.,
* Observe and guide teachers on a daily basis

# Sales Executive- Radon Home Guru Pvt. Ltd 13 Feb 2014 – 10 May 2015

* New sales generate.
* Arrange useful data for sale expansion & future references.
* Documents preparation according to customer category
* Follow- ups of collection documentation & samples
* Handle client calling, mailing and coordinating with boss calendar.
* Follow the payment collection & after sale services

# Admission Executive” Acharya Institute 08 May 2012 – 12 Feb 2014

* Explain and convert with growing future courses packages
* Coordinate with parents arrange the expert meeting
* Fee Structure explain and collection
* Calling & Maintaining Records

# Admission Consular” Krishnattry Institute of Professional Studies 1st April 2011 – 31st Mar 2012

* Responsible admission
* Education Counseling with Parents
* Handling Calls, Mails and Cash
* Collect to all Courses updated from the Universities

# Senior Executive” Indian Publication Service - 4th Dec 2009 – 1st Mar 2011

* Data Inventory
* Dispatch Control
* Stock updating and mailing

# Center Admin Bachpan Play school- 10th April 2006 – 1st Dec 2009

* Responsible for all admin activities
* Attending calls, file management, Petty cash, Handling fee collection.
* Attendance management, Enquiry etc.
* Maintaining order and inculcating good manners and values

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# EDUCATION

B.A. from Delhi University of regular collage in the year 2009

Senior secondary from CBSE in the Year 2006

Higher secondary from CBSE in the year2004 Diploma in Computer DOEC Ö Level.

# PERSONAL DETAIL

Date of Birth - 14th Sept.1988 Language Known - English, Hindi Marital status - Married

Personal interest - Surfing internet, Painting, Explore new places.

# Rashi Bhasin Verma