

DEVINA NAGAR



Contact

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A /77 Earth Accropolis villa near bright day school vasna bhaily road baroda.

Skills

• Strong verbal communication. • 80% Attention to detail. • Can plan Management. • Administration. • Client needs satisfaction. • Ability to work in pressure and prioritize deliverables. • Self Motivated,goal oriented,Multi tasking and ability to coordinate efficiently between various activities. • Risk Management. • Team Building.

Languages

• Hindi • Gujarati • English

OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.

EXPERIENCE

Magnit

10/07/2021

Employee screening specialist

- Till date

- My primary responsibility is to conduct an extensive background investigation of all phases.
- Independently handling 10 process used for BGV.
- Complete computerized record check to include criminal history, drivers records,terrorist records etc
- Examine academics performance and transcript of applicants.
- Examine the fcra form,Employment history W2forms etc of an applicant.
- Collecting the appropriate license of an applicant from the websites such as APAC,AHIMA,Cerrified Nurse, from the Websites and verify the professional licence.
- Possess the ability to research,evaluate and analyze documents and also possess the ability to type detailed report clearly both written and with computer skills.
- Have excellent two way communication skill with the ability to listen to able to verbally express myself using proper enunciation of words.
- Having excellent knowledge to follow up with the clients and AMs for gathering correct information on applicants FCRA forms of an applicant.

Bright day school

March

Teacher

2018 -

- Active engagement strategies implemented like cooperative learning groups.
- Applied common core standards and differentiated lessons groups.
- Analyzed formative and summative assessments to drive instructions.

March

2019

Paul University

October

Office Supritendent

2014 -

- Handling of all office work such as keeping records of fees ,following up with parents.
- All kind of administrative works.

December
2014

Gujarat Public School	April
Teacher/ Back office administration	2014 -
• Mother teacher for 2nd standard looking after overall activities of class and teaching all subjects.	November
Looking the front desk and all activities such as handing parents, collection of fees, taking phone call, managing records, datahandling, new admission process, looking after day to day activities of school.	2014
• Collaborated and established a positive relationship with colleagues and parents.	
Tree House high school	October
Special Education Teacher	2013 -
• Reinforced positive behavior by encouraging efforts and praising accomplishments.	April
• Developed problem-solving and critical-thinking by presenting challenges that boost self-esteem and performance.	2014
• Technology and hand-on activities were integrated to foster student engagement and learning.	

EDUCATION

Baroda High School ONGC	2008
SSC	
68%	
Baroda High School ONGC	2010
HSC	
54%	
MSU Baroda	2013
B Com with HRM	
51%	
MSU baroda	2014
SP in Hrm	
51%	
Jankalyan Computer Saksharta	2010
Tally	
71%	
Wesleyan University	2020
Social psychology	
Honours	

INTEREST

Background Screening, Administration