

# **RESUME**

**ASHIMA NAGAH**

H.No. 282 (DDA Flats)

Vasant Apartments

New Delhi – 110057

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## **OBJECTIVE**

To obtain an Office/Clerical position in which my skills and abilities in the field of Information Technology and education can be utilized and that offers professional growth while being resourceful, innovative and flexible. I would like to attain a respectable position in my work so that I would impart & deliver my best.

## **EDUCATIONAL QUALIFICATION**

<b><u>COURSES</u></b>	<b><u>YEAR</u></b>	<b><u>UNIVERSITY/INSTITUTE</u></b>
B.Sc (Zoology) Hons.	2013	Shobhit University, Meerut
DOEACC 'A' Level	2009	DOEACC Society, New Delhi
Object Oriented Programming through C++	2008	South Delhi Computer Centre, New Delhi
DOEACC 'O' Level	2004	DOEACC Society, New Delhi
XII	2003	CBSE, Govt. Girls Senior Secondary School, Sarojini Nagar No.1, New Delhi
X	2000	CBSE, Green Fields School, Safdarjung Enclave, New Delhi

## **AREA OF EXPERTISE**

MS-Office, Office Administration, Data Entry

## **WORK EXPERIENCE**

**2017 – April 12, 2019**

Micro Computer Services Pvt. Ltd. – Data Entry Operator/ICT Assistant

- Maintained database of students and teachers.
- Researched and retrieved requested data and performed daily control functions such as preparing and submitting reports.
- Maintained all records and updated systems to reflect newly added files.
- Prepared presentations for events and meetings as per the data provided.
- Provided clerical and administrative assistance.

**2015-2016**

D.A.V Public School, Primary School – Receptionist

- Greeting and welcoming guests/parents.
- Directing guests/parents and answering their questions.
- Documenting and communicating various actions, irregularities, and continuing needs.
- Answering the telephone; taking and relaying messages; providing information to callers.

## **2013**

Micro Computer Services Pvt. Ltd. – Resource Coordinator

- Procure and maintain a collection of resources such as educational tapes, written materials, and slides.
- Prepared documents and presentations as per the requirement of teachers and individuals.

## **2010-2012**

EDUCOMP SOLUTIONS Ltd. – Smartclass coordinator

- Responsible for smooth implementation of the smart class program inside the school.
- Ensured all teachers were trained to work with smart class program.
- All relevant smart class content was showcased as per the requirement of the teacher.
- Maintained all the reports/documents accurately and regularly.

## **Other Work Experience**

### **2016**

Admission counselor – Bumblebees Play School

### **2008-2010**

Computer teacher - Alliance Pvt. Ltd.

## **TECHNICAL SKILLS**

- MS Word
- MS Excel
- Typing skills – 45 wpm
- Database management

Operating Systems: Windows 98/2000 server/XP/8/10

## **PERSONALITY TRAITS**

- Possess interpersonal, communication and management skills
- Dynamic to work environment
- Determined, honest, reliable and dedicated person

## **LINGUISTIC PROFICIENCY**

- Hindi                      English                      Punjabi

## **HOBBIES**

- Listening to music      Watching movies      Reading      Art & Craft

## **PERSONAL DETAILS**

Name : Ashima Nagah  
D.O.B : 23.11.1983  
Marital Status : Unmarried  
Father Name : Sh. Prem Jeet Kumar  
Mother Name : Smt. Santosh

(Ashima Nagah)