

# Yogesh Chandra Pandey

Ref: LC482-9174

Mobile: +91--7017692645  
Mobile: +91--9568908802

aadipandey@yahoo.com



## Summary

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- Profile: Male, 29, Married
  - Nationality: India
  - Current Location: India
  - Driving Licence: None
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- Current Position: Admin Assistant
  - Company: Hind Senior Secondary School  
(Reporting to: Managing Director)
  - Notice period: Upto 1 month
  - NOC Requirement: None
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- Preferred Locations: UAE, Dubai, Kuwait City
  - Salary Expectation: Pre Set Salary Standards
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## Work Experience

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Mar 2009- Present	<b>Hind Senior Secondary School</b>	<b>New delhi, India</b>
	Teacher Maths	
	Cordinator- Secondary Section	
	Class teaching	
	Activity Incharge	
	Rechecking the subordinates	
	Events Incharge	
	Office Management	
	Meetings Management	
	Briefing members of my team about school goals and I am also a part of	



admission cell of the school.  
Handling front office and admin task whenever needed.  
Rechecking the work of my team members and also maintained communication with CBSE Board officials.  
Conducting Board practicals and taking care of smooth run of internal and external exams.  
Representing School in outside meetings and board meetings.

## Education

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Aug 2006 - Jul 2009	<b>William Carey University</b>	<b>Uttarakhand, India</b>
	Commerce/ Business Studies/ Accountancy/ Economics, Bachelor(BSc/BA), GPA A	

## Other Certificates

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2013	<b>Teaching Workshop</b>	<b>Central Board Of Secondary Education, India</b>
2011	<b>Computer Certificate</b>	<b>ICFAI UNIVERSITY TRIPURA, India</b>

## IT Skills

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<b>Windows &amp; Office tools</b>	
● Microsoft office/ICT skills	Expert

## Languages

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- English      Fluent

## Comments

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I have been awarded as THE BEST EMPLOYEE in my workplace by my management and students for three years continuously.  
During my work I have been given different opportunities