



**Dolly Tamang**  
**+91-7894313384 | Email id - dollytamang12@gmail.com**

### **CAREER CONTOUR**

**Admin Executive – Aptech Aviation Academy, Bhubaneswar**  
**18<sup>th</sup> May 2022 to till date.**

#### **Responsibilities**

- Creating guest database.
- Coordinating guest service and ensuring guest satisfaction.
- Answering all calls and enquiries and directing as needed.
- Scheduling meetings and coordinating all office activities.
- Look after the general upkeep of the premises.
- Coordinating classes with the faculties.
- Maintaining all the documents related to admissions in the academy.

**Kindergarten Teacher at Ashoka Public School, Jharsuguda**  
**23<sup>rd</sup> March 2018- 17<sup>th</sup> May 2021.**

#### **Responsibilities**

- Teaching Kindergarten students.
- Deliver the topic efficiently and making it easier for the students to understand.

### **EDUCATION:**

<b>Degree/ Certificate</b>	<b>Institute/ School, City</b>	<b>Year</b>
B.COM	Laxmi Narayan College, Jharsuguda	2021
CHSE	Women's College, Jharsuguda	2015
BSE	Railway Colony High School , Jharsuguda	2013

## **PROFESSIONAL QUALIFICATION**

- Completed diploma in aviation from Regional Academy Of Aviation and Hospitality, Bhubaneswar in 2016.

## **COMPUTER PROFICIENCY:**

- Operating Systems: Windows 98/2000/2007/XP/VISTA, Windows 7,8,10 linux
- Applications: MS Office Applications like Word, Power Point, Excel, Reports, etc.

## **PERSONAL DETAILS:**

- Date of Birth: 26th April, 1998
- Gender Female
- Marital Status Single
- Father's Name Mr. Raju Tamang
- Permanent Address: Plot No A/42, Sahid Nagar, Bhubaneswar -751007, Orissa
- Languages Known: English, Hindi, Nepali, Oriya

## **DECLARATION:**

I HEREBY DECLARE THAT THE ABOVE-MENTIONED INFORMATION IS CORRECT UP TO BEST OF MY KNOWLEDGE AND I BEAR THE RESPONSIBILITY FOR THE CORRECTNESS OF THE ABOVE-MENTIONED PARTICULARS.

Date:     /     / 2023

Place: BHUBANESWAR

DollyTamang

Signature