

SANDEEP CHANDRA



PERSONAL DETAILS

Mobile No : +91 9447518947
Email ID : sandeepchandra0407@gmail.com

Address : Koovaparambil House
Neeleeswaram P.O
Kalady, Ernakulam - 683574

Nationality : Indian
Date of birth : 04/07/1989
Gender : Male
Marital Status : Single

KEY SKILLS

Office Management & Operations

Customer Service

Payroll Management

Scheduling Appointments

Lesson Planning

Classroom Management

Customer service

Instructional Materials

Database Management

Organizational behavior

Team management

Problem solving skills

Excellent communication skill

CAREER OBJECTIVE

Dedicated and skilled Office Assistant with 7 years of experience in providing efficient administrative support and lecturing in fast paced environments. Proficient in a variety of office software and tools, and skilled in office operations, administrative operation, managing schedules, organizing files, and handling customer inquiries. Demonstrated ability to multitask, prioritize tasks, and maintain a high level of accuracy and attention to detail. Committed to ensuring smooth office operations and contributing to team Success. Seeking a challenging position, where my skills and knowledge are applicable to enhancing the growth of the organization and my career as well.

EDUCATION

Pursuing	M. TECH Anna University
2011	B. TECH COMPUTER SCIENCE Joe Suresh Engineering College Anna University
2007	HIGHER SECONDARY NSS HSS Manikamangalam Kerala State Board
2005	SSLC SNDP HSS Neeleeswaram Kerala State Board

EXPERIENCES

- | | |
|---|---------------------|
| ❖ Office assistant | 2013 to 2017 |
| <ul style="list-style-type: none">• Manage and organize office files, records, and documents.• Assist in scheduling appointments and coordinating meetings.• Handle incoming and outgoing correspondence, including emails, letters, and phone calls.• Prepare and maintain reports, presentations, and spreadsheets.• Greet and assist visitors, clients, and employees in a professional and friendly manner.• Handle inquiries and provide information about the organization to clients or visitors.• Maintain a clean and organized reception area.• Coordinate office maintenance and repairs as needed.• Assist in basic bookkeeping and financial record-keeping tasks.• Process invoices, expense reports, and purchase orders.• Assist in payroll preparation and other financial activities as required. | |
| ❖ Lecturing (Topics : Kerala History, Renaissance, Politics) | 3 years |
| <ul style="list-style-type: none">• Organize classroom lectures and coursework• Prepare materials and activities• Assign homework and interesting exercises• Determine exam and assignment grades• Provide feedback based on workload and classroom behavior | |

EXAMS CLEARED

- CPO
- IB
- Workshop Instructor
- Assistant Provident Fund Commissioner Prelims
- CEO

COMPUTER SKILLS

- Basic knowledge of C++
- Python
- HTML
- CSS
- MY SQL

LANGUAGES KNOWN

- English
- Malayalam

HOBBIES



Music



Driving



Reading



Internet



Writing



Photography

- Keep a record of students' attendance and grades
- Manage classroom crises and resolve conflict
- Inform parents about their children's performance
- Providing Professors and Department Heads with feedback on student progress.
- Teaching students and encouraging interactive classroom sessions
- Teach English skills including reading, writing, and speaking.
- Compose lesson plans in order to successfully incorporate the full duration of each lesson.

ACHIEVEMENT

- ❖ Achieved Bharat Scout & Guides Rashtrapati award.

INDUSTRIAL VISITS

Have visited following companies for an industrial visit on 2010 and 2011

- ❖ TCS, Bangalore
- ❖ Infosys, Mysore

ACADEMIC PROJECTS

- ❖ **Mini – Project** : **WEBSITE CREATION**
Language : HTML
Operating System : Windows (7, xp)
- ❖ **Seminar** : **Cloud Computing**
- ❖ **Mainj – Project** : **Mitigating Dos attacks for Multicast authentication using batch Signature**

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned information.

SANDEEP CHANDRA