

KRITIKA GABA

ASSISTANT MANAGER

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WORK EXPERIENCE

04/2019 -
PRESENT

Tumble House

Assistant Manager

- Build relationships with key employees among customers.
- Create plans to address clients business needs.
- Manage schedules and deadlines.
- Oversee the performance of other clerical staff. Act as the point of contact among executives, employees, clients and other external partners.
- Monitor costs and expenses to assist in budget preparation.
- Supervise and train employees.
- Maintain an overall management style that follows company best practice.
- Planning and organizing events like birthday parties.
- Help carry out the directions of manager and owner.
- Ensure safe operation of all play equipment and areas throughout the facility.
- Checking the daily cleanliness any hygiene requirements of the play area.
- Resolve customer issues to their satisfaction.

01/2015 -
03/2018

TJX Winners

Part - Time Sales Associate

- Ensure high level of customer satisfaction through excellent sales service.
- Assess customer's needs and provide assistance and information on product features.
- Welcome customers to the store and answer their queries.
- Follow and achieve company's sales goals on monthly, quarterly and yearly basis.
- Handle returns of merchandise.
- Comply with inventory control procedures. .

06/2012 -
12/2014

Laurel High Montessori School

Nursery Teacher

- Develop and implement child-care programs that support and promote the physical, cognitive, emotional and social development of children.
- Planning and organizing activities for school age children. Plan and maintain an environment that protects the health, security and well being of children.
- Assess the abilities, interests and needs of children. Establish and maintain collaborative relationships with co-workers.
- Observe, guide and assist children in overall development.

INTERNSHIP

03/2018
04/2018

OLIVER SCHOOL, Edmonton, Canada

11/2017
12/2017

EDMONTON HOSPITAL WORKERS CHILD CARE SOCIETY, Edmonton, Canada

03/2017
04/2017

YMCA NORWOOD DAYCARE, Edmonton, Canada

11/2016
12/2016

NORWOOD FAMILY AND CHILD RESOURCE CENTRE, Edmonton, Canada

One Month Practical training at the above mentioned daycare which includes

- planning curriculum,
- developing and implementing child care programs,
- providing children an environment that encourages their creativity and learning,
- assessing the abilities and needs of children resulting in overall physical, emotional, social and cognitive development of children.

01/2009
06/2009

JRN Institute of Aviation Technology

- Scheduling maintenance and carrying out the task as per the schedule
 - Examining whether the electrical and electronics systems are functioning properly
 - Checking the frame work of the aircraft including power plants wings and propellers.
 - Inspecting the engines and pistons.
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EDUCATION

01/2009 06/2009	DIPLOMA IN EARLY LEARNING AND CHILD CARE GrantMacewan University, Edmonton, Canada
03/2012 12/2014	DIPLOMA IN NURSERY AND PRIMARY TEACHER TRAINING Lal Bahadur Shastri Training Institute, New Delhi
07/2006 06/2009	AIRCRAFT MAINTENANCE ENGINEERING Indian Institute of Aeronautical Science, New Delhi
2005	HIGHER SECONDARY St. Stephens School, New Delhi
2003	SECONDARY SCHOOL St. Stephens School, New Delhi

SKILLS

- Leadership
- Ability to follow directions
- Responsible
- Decision Maker
- Team Worker
- Organized
- Good Communication Skills
- Creative
- Disciplined
- Flexible