

## OFFICE MANAGER IN A C.I.S.C.E AFFILIATED SCHOOL

Gouraj sharma

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### SUMMARY

- Working in the office of a school under the guidance of the Principal & provide administrative support to the Principal & Senior Management Team.
- To deal with the mail, circulate and priorities in terms of importance and urgency for the principal.
- Take responsibility for tasks and decisions from the principal and manage and solve problems.
- Handling School's work related to the Affiliated Board (Council for The Indian School Certificate Examinations, New Delhi).
- Passport & Visa related work for International Students. (RP/RC/Exit Permit/managing FSIS Portal of the school)
- Handling Clerical & Administrative works of the School, under the guidance of the Principal, such as:  
Establish & maintain Confidential documents, typing & sending out School documents, issuing documents to students, ie-Transfer Certificate, Bonafide certificate, maintain School Admission Register & Attendance Register of the Teachers.
- To assist the Supervising Examiners in conducting the ICSE & ISC Examinations.
- Devising and maintaining office systems to deal efficiently with paper flow, Organizing and storing paperwork, documents and computer-based information, research and retrieve relevant information required for tasks.
- Answering Phone calls of the office, communication on behalf of the School to the Parents,
- Maintain & troubleshoot Office equipment as necessary.

### SKILLS

- |                  |                   |                     |
|------------------|-------------------|---------------------|
| • Communication  | • Problem solving | • Time Management   |
| • Leadership     | • Teamwork        | • Computer Literacy |
| • MS-Word, Excel | • Flexibility     | • Critical thinking |
|                  |                   | • Adaptability      |

### EXPERIENCE

Feb-2020 - Feb 2021

FATHER LEBLOND SCHOOL, DARJEELING

Office Assistant

## EDUCATION

Degree/ Course	Institute / College	University/ Board	Percentage / CGPA	Year of Passing
B.com	BIRPARA COLLEGE	North Bengal University (N.B.U)	45 %	2017
12th	KENDRIYA VIDYALAYA No.2, BINNAGURICANTT	C.B.S.E	74 %	2014
10th	KENDRIYA VIDYALAYANo.2, BINNAGURICANTT	C.B.S.E	76 %	2012

## STRENGTHS

- Leadership · Self-motivated · Creative · Honesty · Active Listening
- Versatility · Punctuality · Persuasion · Interpersonal Skills · Open minded

## AREAS OF INTERESTS

- Sports & Games · Technology · Photography · Video Making · Learning a new skill

## HOBBIES

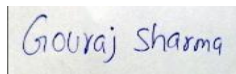
- Running · Reading books · Travelling · Doing workouts · Tech-Savvy

## PERSONAL DETAILS

Address	New Chamurchi Checkpost Chamurchi, West Bengal, Pin Code:735207
Passport detail	V0969363
Date of Birth	28/02/1997
Gender	Male
Nationality	Indian
Marital Status	Single
Languages Known	English, Hindi, Bengali, Nepali

## DECLARATION

With reference to the above information provided by me is true to the best of my knowledge and belief.

A rectangular box containing a handwritten signature in blue ink that reads "Gouraj Sharma".

Gouraj sharma

