*******CURRICULUM VITAE*

***KRIMA***

 **Office job**

Krima.148871@2freemail.com

* ***Career Objective:***

Willingness to accept challenges and work hard to give maximum quality product ability to accomplish within the time frame determination and capability to get good Team spirit, communication and confidence.

* **Interpersonal skills:**
* More than 5 years of experience with the ability to work effectively under pressure.
* Accuracy, Adaptability, Always reporting for work on time, Attention to detail
* Excellent command of the English language
* Explaining clearly,Higlhy organised learning new technology quickly, managing database, positive attitude, resolving complaints, saving money, verbal communication, trouble shooting.

* ***Employment History***

**(A).** **Company** : **MAA foundation (India)**

**Position** :  **Sr .Branch coordinator**

**Duration** : **July 2016 -June 2017**

 **JOB DISCRIPTION**

* Proven track record of accurately maintaining detailed records, generating reports, coordination meetings, and multitasking within fast-paced atmosphere.
* Effective resource planning for management,students,schools.
* Ensure regular training of staff as well as school teacher on all aspects of student training , to give knowledge
* Implement a high standard of focus within the students results
* Create service orientation among staff by ensuring timely and efficient service to the students.
* Monitor and control expenses (overtime, school records and staffs) through efficient research operation.
* Interpret and act an operational profit and report generated through finance and focus on improving underperforming areas of schools
* Monitor performance against last year, last week and budget a daily basis and weekly basis and to give feedback to managers and also to communicate to staffs and HR
* Provide meetings to the parents of the students regarding career

**Company**  : **Aljaber Group Retail (Dubai)**

**Position : Head coordinator**

**Duration : may 15’ to may 16’**

 **JOB DESCRIPTION**

* Ensure accurate stock merchandise and management (stock ageing, stock loss, space management) within the store
* Skill fully manage wide-range of office and sales support tasks, including data entry,invoicing,ineventory control, return processing and purchasing
* Oversee and monitor all point of sales activities in the store which includes-sales transactions ,tracking customer.
* Manage retail staff, including cashier and people working in the shop floor
* Maintain the store brand standards such as deliveries and merchandising
* Provide accurate sales reports and assist in preparing smart action plan and trade reports
* Operate as a cashier by consistently accurate in money handling.
* Reconcile cash/credit receipts with sales figures and prepare daily cash summary report for submission to the accountant, in order to manage the company funds efficiently and maintain transparency in all monetary transactions.
* Ensure promotions are accurate and merchandised to the company’s standards.
* Experienced in administrative duties as well as sales consultant
* Handling purchasing stocks even supplies stocks to 46 showrooms of Aljaber
* Excess Microsoft word, excel, excellent problems solving from the showrooms and communicate through mail as well as through phones

 **Company**  **: Overseas look Magazine(Dubai)**

**Position : Sr.Assistant/ Human resource(India)**

**Duration : mar 12’ to mar 15’**

 **JOB DESCRIPTION**

* Adept at managing and streamlining administrative processes to reduce errors ,improve accuracy and effectively , and achieve organisational objectives
* Conduct meeting with management for magazine. Hire skilful employees
* Take interviews for good story which is attractive for magazine
* Ensure accurate reports from the staff, policies and procedure
* Interview with diva (Indian actror,actreeses).
* Consult with state reporters for exciting news
* Mystery checking of staffs work and report to the manager
* ***Educational Background***

Bachelor of business administration April 2012 with first class

* ***Special Skills:*** Communication skills, multi-tasking work , Computer literate (Microsoft Word, Excel) and has knowledge on Administration work.
* ***Personal Data:***

**Name : Krima**

**Religion : Hindu**

**Nationality : Indian**

**Gender : Female**

***I hereby declare that all of the information above is true and correct to the best of my knowledge and belief.***

***Krima.***