Srushti

**CAREER ASPIRATION**

I intend to build a career with dedicated people, willing to work as a key player in the challenging and dynamic environment, and utilize my skills for maximum benefit of the same. To seek a challenging position as a Representative with an organization offering responsibility, challenge, and rewarding experiences and at the same time maintaining a high standard of performance and creative ethics.

**KEY SKILLS AND COMPETENCIES**

* Able to create a vibrant and effective learning environment.
* Familiar with a variety of approaches to clients.
* Familiarity with client environments.
* Hard working, sincere, dedicated with a strict sense of work ethics and a remarkable sense of purpose.
* Persuasive communications and excellent presentation skills..
* Proven track record of exceeding management and customer expectations.
* Building a rapport with people which encourages trust and confidence
* Enthusiastic, versatile, problem solver, juggles multiple tasks, responds creatively and quickly with conventional or unconventional solutions..
* Ability to work under pressure.

**CAREER HISTORY**

* **THE GENIUS PREP SCHOOL**

**Mentor May 2010-April2014**

**Senior Montessori Teacher June2013-April 2016**

I was working with the firm as a Teacher.

During my tenure with the Group, I have demonstrated professionalism, reliability and initiative and have been positioned at various levels in the organization assuming greater accomplishments. I have grown from strength to strength along with the company and have acquired wide experience in all areas.

* Achieving high levels of customer satisfaction by consistently meeting the set service delivery standards.
* Maintaining and exceeding the standards of customer service excellence by resolving customer complaints to ensure complete customer satisfaction.

**JUKE BOX LIGHT ENTERTAINMENT June 2015-till date**

* Responsible for liaising with all level of customers and validating their requirements and ensuring the flow of information and queries are dealt with in a prompt and professional manner.
* Responsible for attending complaints at work place and field.
* Responsible for handling walk in clients and gained new clients for the company.
* Enforce work follow up.
* Record competitor’s edge and their strategies.

**MONTANA BEAUTY SALON May 2010-June 2013**

* I use to hold position of supervisor and makeup Artist. Main key role was to interact with clients and manage manpower.

**AREAS OF EXPERTISE**

* Organization Resource management
* Pupil motivation
* Curriculum planning
* Policy implementation
* Diversity issues management
* Excellent written and verbal communication skills

**ACADEMIC QUALIFICATIONS**

* BSc. In electronic media , E.M.R.C. (D.A.V.V.),Indore

Board: Devi Ahiliya university.

* Hsc. , Advanced Academy with commerce background

Board: Central Board of Secondary Education.

**LANGUAGE & COMPUTER KNOWLEDGE**

* **Languages Known**
* English and Hindi
* **Computer Knowledge**
* Microsoft office
* Internet usage

**INTERPERSONAL SKILLS**

* Quick grasping power
* Honesty
* Strong leadership qualities
* Creative
* Self-confident
* Keen to learn new things.

**PERSONAL INFORMATION**

 Marital Status: Single

Date of birth: August, 3’1991 Hobbies Painting & Writing poems

Nationality: Indian

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**Job Seeker First Name / CV No: 1719714**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 