[Sita.353566@2freemail.com](mailto:Sita.353566@2freemail.com)

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| --- | --- |
| **Personal &** | **computer teacher - Education - Teaching - Administration** |
| **Professional Profile** |  |

**Technical Skills**

I have skills in the following areas:

**One year diploma in Computer Software from HIIT, Jammu India**

**Work Experience**

**computer teacher**

**1. Aryan Computers. India**

India

**Period:** 05 / 2014 - 11 / 2014

Excel

Word

PowerPoint

HTML.

**receptionist, student co-ordinator and data entry operator**

Serve visitors by greeting, welcoming, directing and announcing them appropriately

**Hind institute of information And technology, India**

India

**Period:** 11 / 2008 - 01 / 2014

Answer, screen and forward any incoming phone calls while providing basic information when needed

Receive and sort daily mail/deliveries/couriers

Update appointment calendars and schedule meetings/appointments

Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.

Identify and resolve student concerns by acting as a mediator.

Handle incoming inquiries or student concerns.

Assist new students through admission processes.

Lead existing student through new program registration processes

Provide information regarding distance learning programs.

Maintain student contact notes and records.

Take and transcribe dictation and ensure proper maintenance of all files.

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Monitor students with identified needs and complete appropriate paperwork..

**Telecaller/Telesales**

**Tata Photon. India**

India

**Period:** 05 / 2008 - 07 / 2008

Contact potential or existing customers to inform them about a product or service using scripts Answer questions about products or the company

Ask questions to understand customer requirements and close sales Enter and update customer information in the database

Take and process orders in an accurate manner.

Keep records of calls and sales and note useful information.

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| **computer teacher** | Teaching |  |
| **New Little Star High school, India** | English |  |
| Hindi |  |
|  |  |
| India | computer. |  |
|  |  |
| **Period:** 08 / 2006 - 03 / 2008 |  |  |
|  |  |  |

**Education**

**Master’s degree in political science from Karnataka State Open University India - India**

**Masters degree in political science - 03 / 2011**

**Jammu University in 2006, India - India**

**Bachelors degree in Bachelor degree in Arts - 03 / 2006**

**HIIT, Jammu India - India**

**Certification/diploma in computers - 05 / 2005**

**References &**

**Languages**

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|  | **Languages** |  |
|  | English - **Level:** Excellent |  |
|  | Hindi - **Level:** Expert |  |
|  | Urdu - **Level:** Intermediate |  |
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if you reading my CV offline, updated version of my CV can be found here

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