**Rajani**

**Rajani.359281@2freemail.com**

***RESUME***

***Objective:***

To synchronize objectives of the organization and work in a professional environment to thereby contribute to the experiences for the growth of the organization and to have a bright career.

***Educational Qualification***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Degree | Name of the school/college | University | Year of passing | % obtained | grade |
| HDC& BM | Co-operative training college | Kerala university | 2004-2005 | 69.25 | 1st class |
| Bcom | Elphinstone college | Mumbai university | 2003-2004 | 54.42 | 2nd class |
| Hsc | Elphinstone college | Mumbai university | 2001-2002 | 64.67 | 1st class |
| ssc | Holy name high school | Maharashtra state board | 1998-1999 | 52 | 2nd class |

***Vocational qualification***

* Pursuing Diploma in Early Childhood Education from Bombay Teachers Training College ,Colaba (completing the course by April 2017)
* Tally, MS Word, MS Excel, MS Access, Power Point, Internet & e-mail From NIIT, Mumbai
* Done course in Bharatnatyam Dance

**Student Teacher Experience**

Internship done in Campion School for 1 week

Internship done in Navy Children School for 1 week

Practise Teaching in Convent of Jesus and Mary School,Colaba for 2 weeks

Responsibiliy:

* Taught Pre Kg, KG, STD I, STDII
* Assisted the teacher with various activities
* Used different techniques to make learning easy and enjoyable

**Workshop seminar s participated**

* Worshop on Aerobics, Yoga
* Attended I-smart and Image ,Management for Teachers in Collaboration with Pacific Training and Consultancy Pvt. Ltd
* Successfully completed different Global Practices modules and workshops by KA Edu Associates

***Employment Details***

* Worked in **MALAYALAM MANORAMA NEWS** as Scheduling Assistant in Nov 2011-Dec2011

Roles & Responsibilities

 Back office work related to manorama news such as preparing RO, Deal note etc

* Worked in **ALI ABDUL AZIZ CONSTRUCTION ,** kingdom of Bahrain as Accountant in June’ 2010-June’2011

 Roles & Responsibilities

 Company Accounts, Payroll, other A/c Related Works

* Worked in **INDIABULLS SECURITIES LTD** colaba, corporate officeas Associate Vice president from October 2005-May2010.

 Roles & Responsibilities

* Portfolio management of the client.
* To ensure the regular flow of business and to bring the business.
* Responsible for maintaining relations with the existing and potential clients to ensure current and new business is developed.
* To achieve Personnel Daily Sales Targets.

* Worked in **City Limouzines Pvt Ltd,** Nariman Point, as inquiry dept./accountant from September 2004-july2005

 Roles & Responsibilities

 Handling customer queries &giving information about the product, office accounts

***PERSONAL***

Nationality Indian

Date of Birth 06 - 11 - 1983

Marital Status Married

Husband Name Rakhesh R. Pillai (Working at Eastern Intl LLC (Bukhatir group), Sharjah.

Languages English, Hindi, Marathi & Malayalam

***PERSONAL STRENGTHS AND COMMITMENT***

* Good knowledge with effective Presentation, and communication skill coordinating and organizational skills.
* Highly analytical with good problem solving. Negotiation skill and entrepreneurial skills.
* Can develop very friendly and healthy environment with all types of employees.
* Will continuously learn and improve my knowledge
* Language fluency in English & Three Indian Languages

I Promise to give the best of my knowledge and efforts for the progress and upliftment of organization.