**ROMA**

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**Career Objective:-**

Opportunity indeed knocks the door only once, but true professional spirit creates many doors to be knocked. I am an individual who believes in her capabilities and the urge to succeed in the corporate arena. I do not intend to shoot to the top. I rather aim to take small yet significant steps towards my career goal so that the efforts so taken can be best enjoyed. My career objective does not only focus on my professional growth but also that of the organization I shall be associated with.

**Desired Job**: **Secretary / Receptionist / Telephone operator**.

**Academic Qualifications**

**Graduation:** B.A. (Mass Communication; 2005- 2008), Delhi University

**Intermediate:** Passed in 2005’-from C.B.S.E

**Matriculation:** Passed in 2003’- C.B.S.E from

**DCA:** Diploma In computer Application - APTECH computer Institute

**Professional Qualification / Trainings**

* Primary Teacher Training (PTT & ECCE) from VidyaBhawan institute –New Delhi-92
* 15 days internship in D.A.V. Public School, DayanandVihar New Delhi -110092.
* One month internship / workshop training on administration jobs professional in R.K.Puram,New Delhi -110022.

**Area of Expertize**

* Ability to work under pressure.
* Proficient in computer applications.
* Eager to learn new things.
* Quick learner & self-motivated by personality.
* Work confidently with a team.
* Is capable of remaining patient and polite with customer grievance.
* Exhibiting good judgment, maturity and stability.

**Professional Experience**

# **Admin Assistant / Secretory: - Sanjay Memorial School. New Delhi (06 months).**

* Answers phone calls in a pleasant, informed manner for the purpose of providing information and creating a good image of the school
* Manages telephone message system (office hours, inclement weather and other recorded messages)
* Greets all incoming students, families and guests respectfully and professionally
* Assists in all aspects of maintaining a professional front office, including but not limited to, fielding and directing incoming phone calls to the appropriate staff member in a timely, professional manner, filing and copying and faxing of sensitive information.
* Develops a positive, welcoming and caring climate in the Front Office.
* Effectively perform all other duties as assigned by Principal.
* Provides for children’s personal needs such as attending to those who are sick or hurt; administering medications as prescribed by a physician in accordance with training and authorization
* Requires basic clerical skills and knowledge of office practices and procedures that involve the operation of standard office equipment such as personal computer, copier, fax, and associated equipment that can be learned on the job within several months.
* Receives and refers visitors, takes telephone calls and messages, and provides routine information upon request.

**Tour and TravelsAssistant: -James travels, Connaught Place, New Delhi**

* Welcomes all the guests with prompt and courteous way.
* Keep track of the guest database & prepare their bills and post the same to their folios.
* Provide paging service for the guest & employees.
* Answer the queries about the hotels service & products.
* Work as a communication hub during the emergencies guests.
* Receiving and sending mails / preparing tour charts and giving instructions about tour.
* Taking care of entire tour and accountable for the guest safety and security.
* Manage the travel desk in terms of vehicle rental

**K.G. class Teacher: - Neo International School, New Delhi (2-years)**

* Responsible for handling a class students of age group 4-6 years.
* Teaching them basics like shape, color, counting etc.
* Teaching about basics of regular life eating, talking, and behavior.
* Conducting small games & group activities in the class.
* Maintaining the complete records of students.
* Coordinating with the parents and updating about their child’s development and performance.
* Teaching them about natural things, names of animals, flowers, fruits and vegetables.
* Conducting small tests monthly for checking their development and grasping status.
* Preparing reports and conducting monthly meetings with parents/guardian to inform them of students’ progress and need.
* Coordinated for the PT meet with between teachers, students and parents and principal as and when necessary.

**Teacher: - Upadhay Public School, New Delhi (8-months)**

* Responsible for encouraging students to learn by connecting with them and giving them high quality education.
* Teaching children the vocabulary needed to be able to express themselves.
* Using expressive body language and gestures during class.
* Creating fun and interactive learning experiences.
* Working as a member of an interdisciplinary team.
* Developing lessons and activities that are in line with the schools objectives.
* Communicating with parents on a regular basis.
* Meeting with fellow teacher to prepare and outline lessons.
* Maintaining an orderly and safe classroom environment.
* Taking part in staff meeting where the future direction of the school is discussed.
* Looking after students during meal time, trips and school events.