

Sudha

Objective:

* I am seeking a competitive and challenging environment where I can

serve your organization and establish an enjoyable career for myself.

* To use my skills in the best possible way for achieving the company’s

Summary of Qualifications:

* Excellent communication and interpersonal skills
* Strong organisational and time management skills
* Decision making skills
* Ability to manage in a diverse environment with a focus on client and customer services
* Strong leadership and motivating skills including the ability to build

strong relationships with customers and staff

* The ability to think quickly, work in stressful circumstancesand stay calm in a crisis.

Company: Joyland Montessori and Primary School. Jharsuguda, OR

Position : Admin Coordinator

Tenure : March 2014 - March 2017

Duties

* Counseled prospective students and families regarding the admission process.
* Evaluated and rendered admission decisions on applications.
* Presented information sessions to prospective
* Reviewed applications for Junior Scholars and Post-Secondary Enrollment Option programs.
* Served as group visit coordinator for high schools and community based organizations.
* An organised and methodical approach to work
* Good administrative skills.
* Handling cash and working with figures.
* Ability to work well with pupils, teachers and parents/guardians.
* Respect for confidential information.
* Patient and flexible attitude

Acadamic Qualifications

* B.A. From IGNOU 2008 - 2011
* Diploma in Fashion Designing 2008-201

Personal Details

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