**Name**  : Asha.

Asha.373403@2freemail.com

**Objectives:** To have international cultural exposure and hands on experience in the field of administration as a gateway to a meaningful administrative career. To develop my administrative management skills and become globally competitive. Quick understanding and speedy learner with adjustable in any atmosphere.

**Work History:**

 **Positions Institution Period**

\*Primary teacher Cambridge international Public school, 2005-2008

(Grade 1 to 4) Shivamogga, Karnataka, India

\*Lecturer, Administrator & Chetana Hi-Tech College of 2008-2011

Vice- Principal Management studies,

(Grade11 to degree) Davanagere, Karnataka, India

\*Faculty Chetana Institution of Management studies 2011-2014

 (Distance MBA) Davanagere, Karnataka, India

**Career Highlights**:

* Date to day data entry in the computers.
* Involving and assisting for the banking transactions. i.e.,deposit and chq collection registers
* Faculty for English and Communication.
* Handled English language and Grammar for Class 11th, 12th and Bachelor Degree Students.
* Handled Mass communication for MBA Programme (Sikkim Manipal University).
* Management of the Entire campus and administration work.
* Coordinated with the students and the faculties in conducting national level management fest “Ujwal”.
* as a hospitality head worked in Management fest.
* Initiated student’s activities and proving feedback to management and parents at appropriate times to take necessary actions for improvement if needed.
* Preparation of Training and Event Management. Minutes and schedules.
* Worked as the Chief Superintendent for University exams.
* Assistance in Procurement and Human resources to Admin.
* Filing & maintenance of records
* Counselling and Briefing for the Working Team
* Cooperatively working with the management for marketing & decision making in relevant management tasks.
* Arranging holiday camp and Preparation of Question papers for exams.

**Education:**

|  |  |  |  |
| --- | --- | --- | --- |
| Graduation | University | Location | Year |
| Master of Arts | Indra Gandhi National Open University | Davanagere, Karnataka, India |  2007 |
| Bachelor of Arts  | A.V.K. College for Women (Kuvempu University, Shivamogga | Davanagere, Karnataka, India. |  2002 |
| MS Office ‘2010Tally9.0: Peachtree |  Davanagere info- tech | Davanagere, Karnataka, India. |  2010 |
| Team & curriculum events  |  |  |  |

**Personal profile:**

**Date of Birth :** 12th August, 1980

**Place of birth :** Shivamogga City, Karnataka state, India

**Marital status :** Married

**Children** : NO

**Language known :** English, Hindi, Kannada, Tulu.

**Visa status :** Visit visa – until 3rd  November 2017.