Nisha



Profile



Administrative assistant with 9+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentially. Expertise in Microsoft Excel. Looking to leverage my wealth of knowledge and experience into the open administrate assistant role at your organization.



Employment history

**Admin at Vasavi Vidyalaya Kerala , India**



June 2015 – March 2020

**Duties -**

1. To monitor all the fee arrears are paid on time.
2. Organise the Headteacher’s diary and arrange appointments as and when

convenient

1. Liaise with the Headteacher regarding the weekly diary and sort out any ensuing issues ready for staff perusal
2. Filter telephone calls before passing them to the Headteacher, if it is

deemed necessary

1. Make any telephone calls as requested by the Headteacher and follow up

any resultant actions

1. Maintaining TC register, Admission register, Contact Certificate, and

other important documents.

1. Take responsibility for ensuring that the communications between parents and teachers that require sending by pouch are dated and ready

for collection, and to deal with other outgoing post

1. To draft correspondence, and other documentation to the Headteacher’s specification
2. To deal with electronic mail, both incoming and outgoing, in a secure manner
3. Ensure that papers are given to the Headteacher for the next day’s meetings and that any instructions/directions are obtained prior to the meeting
4. Send any memos, as required by the Headteacher, to staff
5. To undertake filing, faxing, laminating, photocopying and reprographic work as required, including basic maintenance of the photocopier
6. Comply with all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health,

safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher

1. Provide any reminders regarding the daily routine and ensuring that all relevant staff know any important details

**Details**

Nisha-399515@2freemail.com

Mobile: 0504753686

DATE / PLACE OF BIRTH

10/04/1987 Palakkad, Kerala, IN Marital Status Married

NATIONALITY

INDIAN



**Skills**

Active listening

Customer Computer

Skills

service

Interpersonal skills

Leadership

Management skills

Transferable skills

Problem - Solving

Time Management

MS Office/ Mails



**EDUCATION**

1. BA Arts / Literature

o B.Tech - Aviation

**Languages**

1. English o Hindi o Tamil

o Malayalam

**Administrator in True Line Public School . Kerala , India**



Jun 2013- Mar 2015

**Essential Functions**

1. Administers first aid and prescription medications to students for the purpose of providing emergency or necessary care in accordance with district, state and federal requirements.
2. Assists other personnel for the purpose of supporting them in the completion of their work activities.
3. Collects fees and/or funds from student events (e.g. field trips, uniforms, ticket sales,

yearbooks, dances, fundraisers, student fee money, etc.) for the purpose of ensuring the accuracy and timely completion of transactions.

1. Compiles data from a variety of sources (e.g. calendars, meetings, etc.) for the purpose of

complying with financial, legal and/or administrative requirements.

1. Coordinates a variety of programs and/or activities for the purpose of ensuring availability

of facilities and/or equipment and delivering services in conformance to established guidelines.

1. Greets all incoming visitors for the purpose of ensuring that guests sign in/out as required. o Maintains a variety of computerized and manual records, files, and department databases (e.g. information packets, rosters/listings, calendars, outstanding supply orders, etc.) for the purpose of documenting activities, providing reliable information and complying with

district, state and federal requirements.

o Processes a variety of fiscal information (e.g. incoming invoices, purchase orders/requisitions, refund requests, special payment requests, student fees, cash receipts, AR invoicing, statements, etc.) for the purpose of updating information, transmitting information and/or complying with district, state and federal requirements.

o Processes documentation and materials (e.g. mail, supplies, registrations, collections, work orders, forms, field trip forms, receipts, bank deposits, student database updates, requisitions, travel requests, etc.) for the purpose of disseminating information to appropriate parties for action.

**Teaching KG - Chinmaya School . Kerala , Palakkad**

Nov 2008-Dec 2009

1. Assist in designing a complete teaching plan o Follow the teaching plan

o Teach personal, social and emotional skills

o Use and organise learning material and resources

o Use songs, stories and games to motivate children to participate o Regularly communicate with parents

o Determine children that need extra work

o Evaluate children's performance and progress

o Adhere to teaching standards and safety regulations

REFERENCES: **Nisha Anand** Available on demand