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## **BINDU SUNIL AMESER**

### **Career Objective**

To Pursue a career which will challenge my intellect and my ambition to excel ensuring continuous enhancement of my skills by utilizing existing knowledge and skills for the benefit and advancement of mutual growth and success.

### **Professional Experience**

#### **The Indian International School – DSO**

#### **Activity Coordinator**

**April'2013 – June'2020**

#### **Job Purpose**

- ❖ Assisting the Assistant Supervisor in Curriculum Planning, and Execution, Organizing and coordinating curricular and extra-curricular activities. (Field Trips, Puppet Shows, Splash Pool).
- ❖ Decorating the bulletin board as per the theme of the month.
- ❖ Organising class concert and overall arrangements – booking of the auditorium, making the schedules, invites to the parents.
- ❖ Handling cash collection for various activities. – Class photographs, graduation ceremony, Sports day.
- ❖ Providing materials to all the activity centres.
- ❖ Maintaining the files of different areas.

**The Indian International School - DSO**

**Class Teacher**

**April'2011 – April'2013**

**Job Purpose**

- ❖ Teaching capabilities in all areas of the curriculum.
- ❖ Classroom and behaviour management skills.
- ❖ Providing teachers with all the teaching aids required in the class.
- ❖ Ensure proper supervision and management of the class.
- ❖ Utilize hands – on approach towards teaching.
- ❖ Enhance the learning of the letter sounds of the alphabet and blending of words.
- ❖ Created a centre as based atmosphere to encourage learning through play.
- ❖ Initiated multiple interactive activities to ensure that each child learned at their individual development level.
- ❖ Communicated verbally and /or in writing with parents to update them about their child's progress in the class.

**Channel India Pvt Ltd.,**

**Assistant Head of Operations**

**May'2008 – August'2010**

**Job Purpose**

- ❖ Attending of calls and management of reception area.
- ❖ Attend the visitors of different head of departments.
- ❖ Look into administration of the office work.
- ❖ Handle travel and hotel bookings of different head of departments.

**Lodha Group of Companies**

**Feb'2008 – April'2008**

**Front desk executive**

**Job Purpose**

- ❖ Attending of calls and management of reception area.
- ❖ To co-ordinate with clients and direct them to concerned persons for their meetings.
- ❖ Handling all the back office work.

**Rose International Pvt Ltd.**

**June'2005 – August'2007**

**Front Desk Executive**

**Job Purpose**

- ❖ Attending of calls and management of reception area.
- ❖ Looking after Administration work.
- ❖ To welcome overseas clients who visit for mass buying of jewellery.
- ❖ To co-ordinate with client programmes for various visits to factor and showrooms.
- ❖ To organise exhibitions of companies products during events.

**Economic Research India Pvt Ltd.**

**January'2003 – April'2005**

**Sales Executive**

**Job Purpose**

- ❖ Selling of the company products and providing services to the company clients
- ❖ Keep identifying new clients through various channels.
- ❖ Updating company products to clients and generate queries to the head of department.
- ❖ Follow up on orders obtained and look into the logistic delivery schedules.
- ❖ Gathering updates from market on various projects related and keep updating the management.

**HDFC Bank Ltd.****April'1999 – December'2002****Sales Executive****Job Purpose**

- ❖ To Get Potential clients for need of immediate loans/Finance from reliable source and to appraise them on the various schemes offered by bank.
- ❖ Upon proposals, all documents compiled from client are submitted to Mortgage department for appraisal.
- ❖ Upon Finance approval, keep the client informed about the same.
- ❖ Keep interactions with clients and keep offering the business schemes offered by bank to suit their requirements.
- ❖ Comparisons are made with new competitor and clients are educated on the highlights and advantages of the products.

**Shri Chaitanya Eye Hospital****May'1998 – March'1999****Reception****Job Purpose**

- ❖ To provide warm reception to all the patients visiting the hospital.
- ❖ Maintaining daily registers for all the doctors visiting the hospital.
- ❖ To keep records of incoming & out going patients on a register.
- ❖ Arrange appointments of clients for outside doctors visiting hospital for treatment.

## **Qualification**

M.A. in English Literature – year 1996

Bachelor of Arts – 1994

## **Personal Details**

Date of Birth – 20<sup>th</sup> September'1973

Languages Known - English, Hindi, Marathi, Sindhi

Nationality – Indian

Visa Status – Husband Sponsorship.

Passport No. – J5943525

Date of Expiry – 27.02.2021