

Krishna Soni

S/O. Ghanshyam Ji Soni
H.N. 7, Tilak Nagar, Abhinandan Nagar,
Dist. –Mandsaur M.P. Pin code 458001
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Mob. No. 8251825954

Career Objective:

Seeking a challenging position in Administrative field where my ability and skill shall greatly enhance company's success and my personal growth.

Total experience:

6 years

Work Experience:**Current organization**

Organization Name : **Dashpur Vidyalaya, Dist: Mandsaur (M.P.)**
Designation : IT Department Head & PGT of Information Technology
Period of Working : 01 October 2020 to till date

Last organizations

Company Name : **Karni International School, Dist: Mandsaur (M.P.)**
Designation : IT and Administration Head
Period of Working : 01 July 2019 to 30 June 2020

Company Name : **Vatsalya Public School, Dist: Mandsaur(M.P.)**
Designation : Administration Head and Assistant Manager
Period of Working : 15 June 2015 to 30 June 2015

VATSALYA PUBLIC SCHOOL

Job profile :

- Office management & reception handling.
- Magazines, calendar preparation.
- Preparation of syllabus planner & exam schedule.
- Work on school management software.
- Computer lab hardware software management.
- Government rules related domain of school.
- CBSE board coordination.
- Parents' relationship management.
- Management of hospitality domain for the guest and authorities.
- Construction related formalities and monitoring.
- Managing maintenance of school.
- Administration coordination of school.
- Managing the stock of school.

KARNI INTERNATIONAL SCHOOL

Job profile :

- Teacher's time table and schedule management
- Teachers work management
- Exam department management
- Office management & reception handling.
- Computer lab management.
- Preparation of syllabus planner & exam schedule.
- Office management.
- Magazines, calendar preparation.
- Customer relationship management
- Monitoring of classes and other aspect of school
- News writing for school
- Record management of students
- Managing maintenance of school.
- CBSE board coordination.
- Managing the stock of school.

DASHPUR VIDYALAYA.

Job profile:

- Management of software for online classes.
- Facilitating of software for parents
- Computer lab management hardware and software.
- Preparation of syllabus planner & exam schedule.
- Work on student record management software.
- Teacher's time table and schedule management
- Magazines, calendar preparation.
- Government rules related formalities.
- Govt. Portal related school work.
- Student record management
- CBSE board coordination.

Academic Qualifications & Professional Qualifications

- M.Sc. (Maths with Computer) in 2017 from Vikram University Ujjain with 76 %.
- B.Sc. (Computer Science) in 2015 from Vikram University Ujjain with 67 %.
- 12th passed in 2012 from Madhya Pradesh board with 70 %
- 10th passed in 2010 from Madhya Pradesh board with 67 %

Known aspects

- MS Excel, MS Word, MS Power Point
- Computer languages- C++, Python

Strengths:

- Leadership
- Sense of responsibility.
- Creative and Resourceful.
- Excellent skills of communication.

Personnel detail	Father's Name	Shri Ghanshyam Ji Soni
	Mother's Name	Lata Soni
	Age	27
	Gender	Male
	Marital Status	Unmarried
	Religion	Hindu
	Nationality	Indian
	Language Proficiency	English, Hindi.

DECLARATION:-

I hereby declare that all the Information given above is true and correct to the best of my knowledge.

I will be highly thankful if you give an opportunity to prove my worthiness.

Place

Date

Krishna Soni