**FARZANA ABDULHASAN MAGHI**

Email: - [farzanamaghi@gmail.com](mailto:farzanamaghi@gmail.com) Mob. No.: - 9004164953

### PERSONAL DETAILS: -

Date of Birth : 15.02.1994

Gender : Female

Marital Status : Single

Languages Known : English, Hindi

Hobbies / Interests : Surfing on net

Permanent Address : 6th floor, Room No. 614, Building No. 05, Kapaswadi, Opp Abhishekh

Row House, Juhu Versova Link Road, Andheri West, Mumbai 400053.

Nationality : Indian

Passport No. : P9398119

Expiry Date. : 24th April 2027

CAREER OBJECTIVE: -

To work with a leading company and to use my analytical thinking to the best of my ability combined with perseverance, to contribute to the organisation’s growth and goal, as well as to attain my professional goal.

ACADEMIC CREDENTIALS: -

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| --- | --- | --- | --- | --- |
| YEAR | QUALIFICATION | INSTITUTE | LOCATION | PERCENTAGE/ GRADE |
| 2018-2020 | MBA - HR | Jaipur National University | Mumbai | 2nd Grade |
| 2015-2016 | Graduation - BMS | Clara's College of Commerce | Yari Road | SGPA - 5.71 |
| 2012-2013 | HSC | Clara's College of Commerce | Yari Road | 75.67% |
| 2010-2011 | SSC | St. Louis' Convent High School | Four Bungalows | 72.73% |

WORK EXPERIENCE: -

* **Working as Senior Co-ordinator at Fazlani Aishabai & Haji Abdul Latif Charitable Trust (From 01.07.2020)**

Role &Responsibilities:

* To handle various departments such as YCMOU, MSSDS – Vocational, MSBVEE - Paramedical courses, MCGM School Support Program, Bandra Polytechnic - Vocational and NIOS.
* Coordinating with YCMOU University officials for exams, necessary updates, admission purposes, marksheets etc. Maintain and follow necessary records, processes and requirements as directed by YCMOU.
* Act as a facilitator between trust and staff. Maintain records of stationary up-keep material,

teacher, petty cash, salaried and leaves.

* Prepare TT of teachers. To make sure Annual plan and daily logbook is followed and maintained. Right resource at right place at right time.
* Coordination with NIOS officials for admission purposes.
* Coordination with visiting faculty for their session allotment.
* Conducting class in the college every Sundays.
* Works as a facilitator for students, management, and faculty so that the functions are smoothly carried on.
* Coordination with different departments in the organization such as MCGM Schools, HR department, Accounts Department etc. so that the functions are carried on smoothly.
* Coordination with parents too if need be.
* Understanding the need and raising the requirement and getting it done as soon as possible.
* Coordination with newly appointed employees for their orientation, documentation, offer letters and appointment letters also coordination with ex-employees for their fnf, & experience letters.
* Assisting Admin Head in their work, preparing school budget and logistics budget.
* Attending YCMOU meetings and reporting the same to the HOD.
* Conducting interviews, coordination with different colleges for interview drive.
* **Worked as a School Leader at Fazlani Aishabai & Haji Abdul Latif Charitable Trust (From 25.11.2019 to 30.06.2020)**

Role &Responsibilities:

To handle the whole school and look after each activity of the school such as follows:

* Coordinating with the MCGM HMs and Staff. Maintain and follow necessary records, processes and requirements as directed by MCGM.
* Understand working of other NGO's and the practices followed by them.
* Extracurricular activities: Coordinate and manage overall activities at school level, like cleanliness of School, sports, competitive programs, and activities.
* Act as a facilitator between trust and staff. Maintain records of stationary up-keep material,

teacher, petty cash, salaried and leaves.

* Prepare TT of teachers. To make sure Annual plan and daily logbook is followed and maintained. Right resource at right place at right time.
* Teacher lesson Observation. Teacher feedback and follow up.
* Teachers training need identification.
* Teacher’s weekly meetings and basic hygiene.
* Absenteeism of students: Minimize the absenteeism from the current levels.
* Remedial identification: Teachers need to identify students who need remedial classes.
* Counselling: Identify students who need individual counselling.
* Check learning of the students.
* To keep a check on student’s basic etiquettes, hygiene, and discipline.
* Develop a connect on parent level.
* Students evaluation and parent meet on daily basis. Target is to get students well in studies and where parents are cooperative to plan career path for such students. Wherever necessary parental

or any other issues come up then get the counsellors on board.

* **Worked as an Academic Co-ordinator at Fazlani Altius Business School (From 11.01.2017 to 24.11.2019)**

Role &Responsibilities:

* Maintaining student’s attendance on daily basis.
* Maintaining student’s score card on daily basis.
* Conducting tests on daily basis.
* Supervising during exams.
* Maintaining Library records.
* Meeting parents during PTM meetings.
* Assisting Dean of the college, Vice president and Manager as well.
* **Worked as a Certified Counsellor at Taj Group of Companies in Taj Eduglobe (From 11.05.2016 to 26.12.2016)**

Role &Responsibilities:

* Counselling clients.
* Making cold calls& following up clients.
* Visiting tutorials, schools, nursery & play groups.
* Conducting Events.
* Doing admin work & managing the franchisee office.
* Meeting clients to generate business for the company.
* Attending walk-ins.
* **Worked as a Customer Service Executive at Loop Call Centre-Call to Connect (From 01.04.2014 to 02.09.2014)**

Role & Responsibilities:

* Handling inbound tele calling process
* Handling customer requests
* Handling customer queries
* Satisfy customer needs

COMPUTER PROFECIENCY: -

* Windows 98, Windows 2000, Windows XP
* MS Word, MS Excel, MS Power Point, Tally & Internet

### KEY STRENGHTS: -

### Teamwork, Punctuality, Good work ethic, Productivity, Honest, Perfection, Positive attitude.

DECLARATION: -

I hereby declare that the information furnished above is true to the best of my knowledge.

DATE:

PLACE: MUMBAI (FARZANA ABDULHASAN MAGHI)