



NAMITA KHOSLA

Seeking a Challenging opportunity where I will be able to utilize my strong organizational skills, educational background and ability to work well with people which will allow me to grow professionally. Organized and dependable candidates successfully at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Experience

Mothers Pride School (Admission Counsellor) **(June 2010 – April 2012)**

Was handling admission enquiries and teachers weekly Schedule.

Resolved problems, improved operations and provided exceptional services.

Preparing salaries and handing basic accounts.

Organized and detail oriented with a strong work ethics.

Kushagra Play School (Administrator/ PRO) **(July 2013 – October 2019)**

Handling Teachers weekly Plans, admissions, social Media pages, stock sheet and basic accounts, preparing monthly planners.

Generated reports to suggest corrective actions and



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New Delhi, India
110070



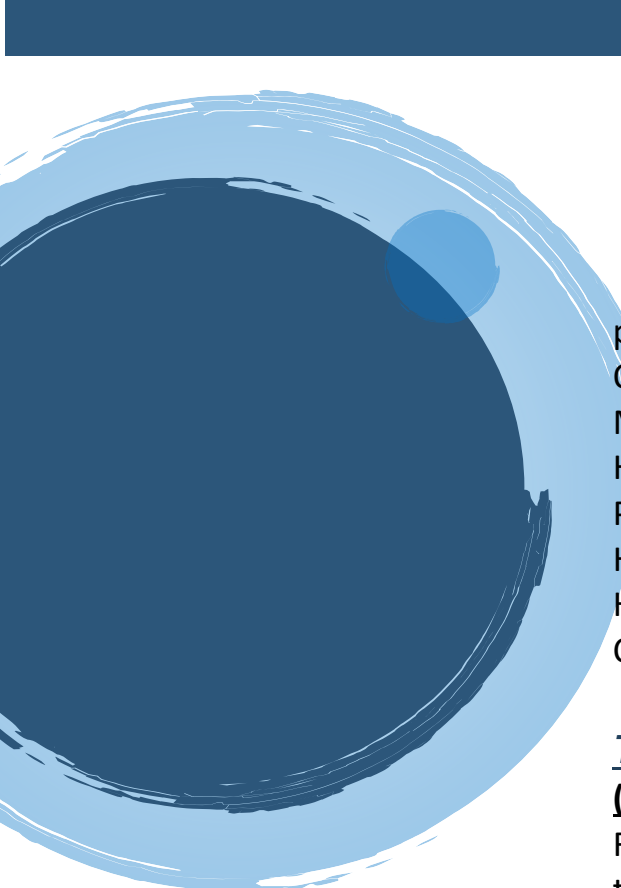
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<http://agorahr.com>



process improvement.
Organized Annual events.
Maintained database system to track.
Handling all social Media accounts.
Preparing fees and salaries.
Handled HR responsibilities.
Helped teachers to prepare weekly plans.
Child Counseling.

The Shri Ram Early Years (Centre Head)
(February 2022- October 2022)

Reviewing the performance of the school in terms of teaching and co-curricular activities, having responsibility of all financial matters, monitoring of expenditure to ensure that it is within appropriate level.

Dealing with staff recruitment matters, allocating duties to the staff within the school.

Having overall responsibility for the management of the school.

Preparing salary slips.

Successfully organized monthly events of the school.

Processed both cash and card purchase and returns.

Helped management develop employee improvement plans and motivate team members to continually improve.

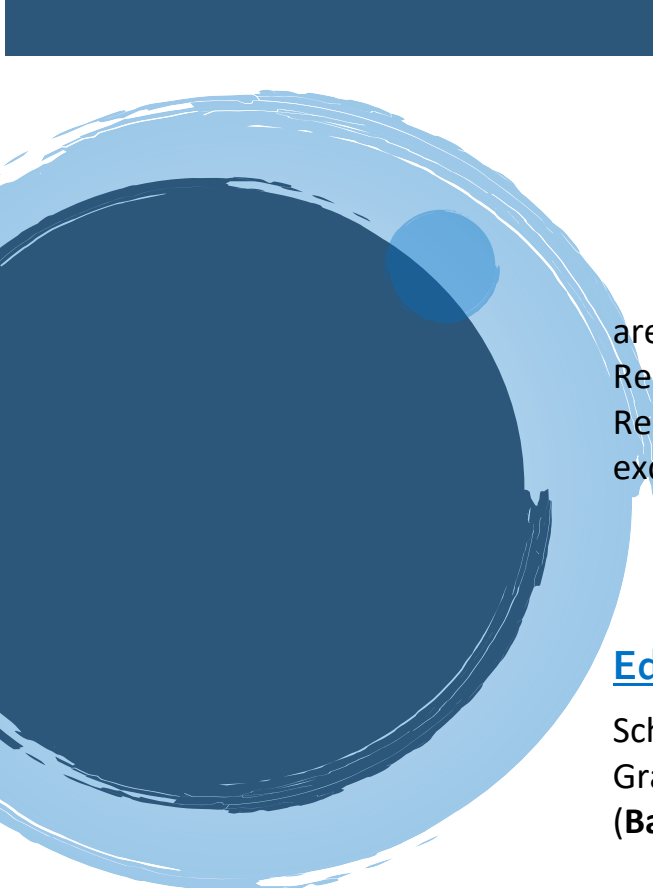
Agora HR Solutions (Talent Acquisition)
Manager, Co-Founder)
(Present)

Processing and reviewing existing documentations, feedback from associates.

Developing communication and marketing plan and leveraged talent.

Distribute employee engagement survey to identify





areas of improvement.
Recruited top talents to maximize profitability.
Resolve problems, improved operations and provided exceptional services.

Education

Schooling from Army Public School, Chandigarh
Graduated from IEC University, Baddi, Haryana
(**Bachelors in Humanities**)

Skills

Microsoft Office
MS Word
MS Excel
Data Entry
Deadline Driven

Calander Management
Strong Decision Maker
Leadership Qualities
Administrative Support
Quick learner

Languages Known

English	(Proficient)
Hindi	(Proficient)
Punjabi	(Advanced)

Others

*Volunteering 15 hours a month teaching “EWS Kids”.

