**th th**

***CURRICULUM VITAE***

**KRISHNA KUMAR**

**H-NO-133, G, Shikshak Nagar**

**Bajrang Para, Kohka**

**Bhilai-490023, Chattisgarh**

**Krishna.jhanghel.@gmail.com**

**Mobiile No.+918826835815**

**CAREER OBJECTIVE**

**To work with the best of my abilities, knowledge and effort for the benefit of the organization’s objectives.**

**EXPERIENCE**

\* Currently Working with BHUSHAN INTERNATIONAL SCHOOL, SIMGA as Officer Admiinistrator from

 **5th Nov 2019 to Apr 2020**

1. Handling Of Parents and their Concern regarding their child and school.

 2. Maintain of students Fee records and fee collection on Excel.

 3. Teaching and Non teaching staff attendance management.

 4. Human Resource Management for Teaching and Non-Teaching Staff.

 5. School Stock Management Yearly

 6. Filing of Records of Teaching and Non-Teaching Staff and Students.

 7. Maintenance of files and Records of Teaching and Non Teaching Staff.

 8. Drafting of Letter & Despatching and filing Letter

**\* Worked with CCM Metal Tech Pvt.Ltd Hathkhoj in BHILAI as Liasioning Department from 30 Sep 2018 to 30 Oct 2019**

1. Responsible to provide Support to Director, GM and other employees and office Visitors.
2. Handling office tasks, such as file generation and submitting to Director.
3. Supervising daily administrative Operations of Company.
4. Maintain polite and professional communication, via phone, email, and mail
5. Handling Recuritment Process and Scheduling interviews of candidate.
6. Handling HRMS and Bio Metric Machine for attendance.
7. Attendance and Leave Management
8. Handling employee database and keeping personal files & Records..
9. Maintain healthy relations with all government bodies,Timely response on all Govt. Compliances,Ability to maintain healthy and good relationship with administrative dept & Pollution control dept**.**

**\* Worked with Virohan Institute of Health and Management Sciences a unit of Satya Saluja Literacy Foundation As Accounts Support/ and Record from 15 Mar 2018 to 5 Sep 2019**

**1. Fee Collection** – Ensure fee invoices are send before the end of every month for the coming month. Daily

personal calls, automated text messages and OBD,. students for recovery of fees.

**2. Record Management** – Maintain all student files as per Virohan’s standard and various project

guidelines, maintaining all records such as PDCs, ID proofs, phone numbers, address, trackers etc. and

cross verify each student record at the time of joining.

**3. Meeting** – banks, influencers such as mobilisers and surpanch etc. to verify record and ensure

Recovery.

**4. Student Financing** – coordinate between MFI and students to ensure application is processed with all

proofs and documentation. Follow up with MFI and students to get loan application approved.

**5. Process Improvement** – Create fee SOP such that default is avoided and through documentation is

initiated at the beginning along with interview with the new student.

* **Worked with “Accel Frontline Limited in Accounts Deptt. As Sr.Executive/Eecutive Accounts Receivables from Oct 2015 to 30 April 2018.**
* **Worked with Wipro Infotech as Operations Executive from Dec 2012 to Sep 2015**

.**EDUCATION QUALIFICATION**

* M.A. (English) from Indira Gandhi National Open University, 2020
* M.A. (Hindi) from Pandit Ravishankar Shukla University, Raipur.2012
* Bachelor of Arts (B.A) from RLA College Delhi University 2003
* 12th passed from C.B.S.E (Kendriya Vidyalaya Sec.8, R.K.Puram)
* 10th Passed from C.B.S.E. (Kendriya Vidyalaya Sec.8, R.K.Puram)

**ADDITIONAL QUALIFICATION**

* PGDCA One year Course from CV Raman University
* Basic knowledge of Computer & Excel.

**PERSONAL DETAILS**

Father's name : Sh. L S. Chhatri

Date of birth : August 22, 1981.

1. anguage known : Hindi & English.
2. arital status : Married.

**Date:**

**Place:**  **(KRISHNA KUMAR)**