

Curriculum Vitae

NANCY

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Mobile:8586844887

OBJECTIVE

To work in an organization that will provide a forum for both professional and individual growth and a challenging work environment that would help foster my skills.

ACADEMIC CREDENTIALS

Qualification University/Board Year

B. Com Delhi University 2014-2017 Diploma in Office Management YWCA of Delhi
2015-2016 Senior Secondary (XIIth) CBSE 2014 Secondary (Xth) CBSE 2012

INTERNSHIP

Pulsar Knowledge Centre (15th Nov
2015 to 15th Feb 2016)

Key Responsibilities:

- Maintained all HR related MIS.
- Maintained personal records of all employees and update the HRIS on regular basis.
- Reviewed, updated and maintained proper filing of employee files.
- Prepared and submitted all relevant HR letters/ documents/ certificates as per the requirement of employees in consultation with the management.
- Maintained Leave & Attendance records and prepare reports. • Assisted HR personnel in preparing payroll and salary files, as and when required.

EXPERIENCE

Started working as Academic Coordinator in TKWs Institute of Banking and Finance from 24th March 2019 till now.

Key Responsibilities :

- To go through my daily checklist everyday.
- To conduct examination, viva, presentations.
- To update faculty about Agnitio Attendance marking and I used to check everyday its working or not.
- To Track student as well as faculty's punctuality with their assigned session's timing.
- To keep a check on the Day to day working of the classrooms.
- To record marks of student's assignment, end term examination and maintain batch closing file.
- To record faculty feedback in the middle of the semester or term.
- To make faculty payment sheet every month.
- To arrange looping backs for the unavailable faculties.
- Remind students for fees and intimate their parents for fees.
- Call the student's parents for more than 2 absent in a week and record the reason why he/ she was not attending.
- Maintaining Credit master with every approval of results.
- Welcome call to new students or for new batch starting.
- Update Certification Status of every student request.

PROFESSIONAL QUALIFICATIONS

Shorthand: 80W/min **Typing:** 35W/min **Computer:** MS Office- MS Excel, PowerPoint, Word (All Basic)

PERSONAL DETAILS

Father's Name: Surender Kumar
Date of Birth: 21st December 1995 **Marital**
Status: Single **Nationality:** Indian
Linguistic Abilities: English & Hindi

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

NANCY

Date:

Place:
