

# JAYA NASKAR



## Contact

@ nickienaskar10@gmail.com

7838330276

244/5 Street no. 13 Than singh Nagar Anand Parvat New Delhi 110005

## Skills

Managerial 100%

Team work 100%

Coordination 100%

Parent handling 100%

Communication skills 100%

Soft spoken 100%

Problem solving 100%

Understanding 100%

## OBJECTIVE

To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

## EXPERIENCE

**Lotus Veda International School** Feb 2022  
Admin Executive - Still working  
Working as admin executive/ front office and stock management.

**Pratap International School** December 2021 - February 2022  
Admission Counsellor cum Front Office executive.  
Handled admission related works, done admission counselling with front office mananagement. Handled parents enquiries, school time tables, helped in student dispersal etc.

**G. B. K. G Primary school** February 2013 - November 2021  
Admission counsellor cum front office executive  
Handled admission related works, done admission counselling with front office mananagement. Handled parents enquiries, school time tables, helped in student dispersal etc.

**Shemrock** February 2011 - October 2012  
NTT, ART AND CRAFT INCHARGE  
Nursery teacher cum art and craft incharge. Overall school decorations charge.

## EDUCATION

**Kalinga university** 2020  
M. Sc MATHS  
60

**Mahatma Gandhi University** 2016  
B. Sc MATHS  
72

**Raisina Bengali Senior Secondary School** 2009  
Senior Secondary  
78

**Raisina Bengali Senior Secondary School** 2007  
Secondary  
68

## COMPUTER KNOWLEDGE



Basic computer knowledge of Emails, google sheets, Excel, Word, PowerPoint, Ms Access etc.