

# Curriculum Vitae

## Srishti Kashyap

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### CAREER OBJECTIVES:

A challenged and Fulfilling Career in an Organization, where I can utilize and enhance my abilities to the best of my performance.

Willing to work as a key player in challenging & creative environment

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### Professional Experience:

#### Present Organization:-

- 1.) Presently working with Lakme Academy (LAPA) – Ranjit Avenue as a Center Coordinator.  
(Jan'2019 to Till Present)

#### Accountabilities:

- ✓ Responsible for advising and coordinating admissions for New Joining students.
- ✓ Planned and implemented conferences and special events.
- ✓ Developed, reviewed and provided comments on student learning outcomes.
- ✓ Coordinated all Batch preparation, implementation, and follow-up activities.
- ✓ Counseled parents and students on academic performance and behavior on a need basis.
- ✓ Oversees daily center operations and coordinates center activities through assigned staff prioritizes and delegates work activities.
- ✓ Prepares or assists in the preparation of proposals for Marketing.
- ✓ Ensure operations adhere to policies and regulations

### Previous Organizations: -

- 2.) Worked with Lakme Salon (G.N Associates) as A Salon Coordinator.

(May 2018 to Jan'2019)

#### Accountabilities:

- ✓ Welcome guests during check-in and giving a found farewell to guest while checkout.
- ✓ Handling guest complaints and concerns in an efficient and timely manner.

- ✓ Coordinating and multi-tasking job duties in a busy environment.
  - ✓ Maintain up-to date information on current promotions, offers and packages.
  - ✓ Personable, enthusiastic, self-motivated and able to work independently.
  - ✓ Handling the Duties of cashier too.
  - ✓ Personnel Duties
- 3.) Worked with Manitoba Institute as an Office Assistant and IELTS Counselor as well.

(September'2017 to May 2018)

**Accountabilities:**

- ✓ To Attend the Telephonic calls regarding customer complaints and enquiries.
- ✓ Counsel the students regarding our Courses and their queries.
- ✓ Responsible for Daily and Weekly Reports.
- ✓ Responsible for completing Paper work.
- ✓ Counseling Regarding IELTS and Spoken Courses.

- 4.) Worked with TES as an Office Assistant.

(February 2016 to August 2017)

**Accountabilities:**

- ✓ Managing Filing system.
- ✓ Coordination Events as necessary
- ✓ Aiding with client reception as needed.
- ✓ Maintaining supply inventory
- ✓ Maintain polite and professional communication via Phone and emails.

**Special Achievements:**

- ✓ Employee of the year awarded by TES College.
- ✓ Attended Soft skill and Business development trainings conducted by Lakme Salon and Academy.
- ✓ Took part in cultural programmes organized in school & college.
- ✓ Participated in college and school level debate and essay competition and received applauds.

**Computer Skills:**

- ✓ Having knowledge of MS office(MS word, MS excel, MS PowerPoint)
- ✓ Internet (Downloading, surfing and Email).

- ✓ Operating System (Windows98, Windows Xp, Window Vista, Window7.)

**Academic Qualification:**

- ✓ Graduation in Bachelors of Commerce from Gujarat University in 2015.
- ✓ Senior Secondary in the year 2011 from P.S.E.B
- ✓ Matriculation passed in the year 2009 from P.S.E.B.

**Strength:**

- ✓ Responsible, Self Motivated
- ✓ Quick Learning Capability
- ✓ Friendly with an Upbeat Attitude
- ✓ Ability to work in team
- ✓ Self-disciplined believes in integrity and honest work.
- ✓ To work with outmost sincerity and commitment to help the organization to attain its objectives.

**PERSONAL DOSSIER:**

Father's Name: Mr. Raj Kumar

Date of birth: 25. November.1993

Marital status: Unmarried

Languages Known: Hindi, Punjabi, and English.

Address: H.No-22, Street Guru Ram Dass Nagar, Putlighar, Amritsar.

**DECLARATION:**

I hereby declare that the above information is correct and true to best of my knowledge and believe.

(Srishti Kashyap)