

NAMITA RAJ

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Ranchi ,Jharkhand



Objective

I am a hard-working and ambitious individual with a great passion in my field. I have excellent communication skills, enabling me to effectively communicate with a wide range of people. I am seeing for a good position in which I can put into practice my knowledge and experience, ultimately benefiting the operation of the organisation that i work for.

Summary

- * Capable enough to handle multiple assignment together.
- * Ability to work well in both a team environment and individual environment.
- * Strong negotiation and convincing skills.
- * Well versed with MS office package.

Experience

Resonance Eduventures limited Raipur

October - July

CENTER MANAGER

Experience Summary

Job responsibilities -

- * Being a centre manager responsible to handle entire team & supervisor the entire functions.
- * Providing solution for all sorts of administrative issues to all the staff on day to day activities.
- *Attend Counselling sessions regarding student admission.
- * Co-ordinated with center head and head quarter.
- * Ensuring that all students fully comprehended the taught curriculum.
- * Arranged for repair and maintenance of center equipment as needed.
- * Maintained database of all enrolled students and staff as well.

Education

Saraswati Shishu Vidya Mandir ,Ranchi

2013

Secondary school examination

8.4 cgpa

Cambrian public school, Ranchi

2015

Senior school certificate examination

55%

Nirmala college Ranchi

2018

Bachelor of commerce

62.13

Birla institute of technology Ranchi

2021

Master of business administration (HR & FINANCE)

8.42 cgpa



Projects

PROJECT ON FINANCE :

My project paper entitled "Comparative study between swiggy & Zomato" (A project work was undertaken in order to know the financial position of companies and impact of covid-19 on both companies.

A questionnaire was formed and distributed among the 400 people divided into different age groups)

PROJECT ON HR :

My project paper entitled- "Employees satisfaction towards welfare facilities provided by SAIL " (A project work was undertaken online mode in order to know the satisfaction level and facilities provided to employees of SAIL (Bokaro) . Both primary and secondary data were used. Various method were used like questionnaire method , ranking method and study was descriptive in nature.)



Skills

Interpersonal skill

Digital marketing, Time management , leadership

Communication skills

Problem - solving skill

Tally Erp



Languages

English and Hindi



Achievements & Awards

Fundamentals of Digital marketing certification courses by Google



Strength

Positive thinker

Hardworking

Self confident

Workaholic



Declaration

I, Namita Raj hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.