

## SHRADDHA RASTOGI

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### Career Objective

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Looking for a challenging position, where there is a scope for demonstration, always on a lookout for a positive and bigger outlook, innovative in ideas, thrive on imagination and passion, thinking of helping to achieve the stated organization goal.

### Professional Summary

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Having **7 Years of experience** in **Education sector**, being employed in Education institutes, Consultancy Firms at various levels, whilst last position as a Admin Executive.

I always like to handle team through management process towards achieving the stated organization goal.

My strengths are, would like to make decisions effectively and efficiently within the limit of authorization, using many kind of mechanisms to achieve the targets.

### Why Me?

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- Too much energetic and good to win work
- Time maintainer, Honest and Sincere
- Co-operative and friendly among colleagues
- Able to work in advance conditions
- Problem solving ability.

### Professional Experience

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<b>Company</b>	:	<b>NIGHTINGLE EDUCATION SOCIETY, NOIDA</b>
<b>Position</b>	:	<b>ADMIN – Executive (Computer)</b>
<b>Period</b>	:	Feb 2020 – Sep 2021

### **Job Roles & Responsibilities :**

- To closed the fee structure with the management and update fees structure.
- Officially confirmation sharing for respective process on mail as Job confirmation verification ,Education material to Purchase , Fee Slip , Official Replies ..Etc.
- End to End closures of all University circular as sharing further with complete ownership and reply to university as well.
- To make and issue Transcript certificate to college students.
- To make and issue provisional course completion certificate to college students.
- To make and issue bonafide certificate to college students.
- To coordinate with new admission student for query and issues if any.
- To update and verify the complete documents of the new admission students in system.
- To issue offer letter, Experience letter to the Employees.
- Daily closure and sharing of working as admission, Certificate issued, Query Closure to the management.

<b>Company</b>	<b>:</b>	<b>GW, BULANSHAH AND NOIDA</b>
<b>Position</b>	<b>:</b>	<b>University Co-ordinator Cum Counselor</b>
<b>Period</b>	<b>:</b>	<b>Dec 2014 – Dec-2019</b>

### **Job Roles & Responsibilities :**

- To collect fee structure with the University management and make comparison fees structure data to satisfy the candidate requirement.
- Officially confirmation of Student admission from University.
- Visit to places as per the requirement for the closure of New Admission to the University.
- End to End closure of University admission of all student with complete ownership.
- To coordinate with new admission student for query and issues if any.
- To update and verify the complete documents of the new admission students.
- Daily closure and sharing of working as admission, Query Closure to the management.

## Professional Qualification

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- Completed B.Com from Chaudhary Charan Singh University, Meerut.
- Advance Diploma in Computer Application from “GWI of Education”, Bulandshahr.

## Certificates:-

- Faculty Development Programme (FDP) from ‘NIESBUD’, Noida.
- Entrepreneurship-cum-Skill Development Programme on Artificial Gems & Jewellery from ‘NIESBUD’ Noida.
- Skill Development Sector Tourism & Hospitality Management Job role “MEET & GREET” from GWI of Education, Bulandshahr.
- Entrepreneurship Development Programme (EDP) from ‘NIESBUD’, Noida.
- UIDAI Certification of operator- Supervisor from NSEIT Ltd.
- DOEACC Course on Computer Concept (CCC) from NIELIT.
- Cyber Security Professional Basic Course from CSC Academy.

## Skills

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- Operating Systems : Windows 2000/XP , Vista & 7,8,10
- Markup Language : HTML
- Editing Tools : MS Office.
- Tally ERP9
- Photoshop

## Personal Details

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**Present Address** : Greater Noida.  
**Father’s Name** : Mr Rajeev Rastogi  
**Date of Birth** : 14<sup>th</sup> August 1996  
**Marital Status** : Single  
**Languages Known** : Hindi & English.  
**References** : Available on request