**Resume**

**Anita Saini**

H.No 105 , Surya Appartments.

Gurgaon (122001)

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#### OBJECTIVE

*Seeking a challenging career with your organisation that will provide me ample opportunity to explore & excel.*

#### PROFILE.

* Possess knowledge in **Data/ Office Management, Computer Operations and Client Relationship Management.**
* **Self motivated, hard working and goal-oriented** with a high degree of flexibility, creativity, resourcefulness, commitment and optimism.
* Proficient in handling the activities in coordination with the internal / external departments for smooth business operations
* Demonstrated skills in relationship management coupled with expertise in handling top & confidential correspondence with clients
* Capable of adopting new measures and understanding the changed circumstances for fast adaptability & ensuring implementation in
* the organization for its benefit
* Proven abilities in providing comprehensive support for executive -level staff including scheduling meetings and managing all essential tasks

Skills in maintaining records & writing the minutes of the meetings and corresponding with external & internal clients

* An effective communicator with excellent interpersonal, analytical & relationship management skills

#### PROFESSIONAL EXPERIENCE

**Home Tutor (since 2018)**

* Tutored students who were behind at school to help them catch up.
* Tutored students in grammar, spelling, punctuation, paragraph writing and essay writing skills.

**Computer Lecturer at Amazon Public School (2017-18)**

* Conducted educational assessments and identified educational need
* Designed and developed individualized tutoring strategies for student skill levels.

**Administrative Executive at Ozark Global Information Services (2009-17)**

* Data/ Office Management, Computer Operations and Client Relationship Management.
* Overseeing administration activities including office facilities, transport facilities, security services & telephones
* Establishing and maintaining files & records for the office
* Maintaining a healthy & learning environment ensuring creative & operational development of employees

**Teacher-computer at ODM institute. (2008-09)**

* Provided quality training and coaching to BCA and MCA students using all the skills and knowledge and manage coverage of assigned subjects as per academic curriculum to students.
* Actively worked with faculty to develop and maintain high curriculum standards, develop mission statements, and set performance goals and objectives of the Institute.

#### EDUCATIONAL CREDENTIALS

**MCA**

**MDU ROHTAK (2009):** *78.14%*

**M.Sc.**

Aggarwal College, MDU (2008); 75.5%

**B Sc**:

Govt College, Gurgaon MDU (2006):60%

**Intermediate 2007**

Sr. Sec. Government School; Sohna (2003): 68%

**Matriculation 2005**

Arya High School Badhshapur: (2001):74%

#### Computing & Technology Skills

* **Programming:** C, C++, HTML
* **OS & Tools:** Microsoft Office, Net Surfing

####  Professional Qualities

* Knowledge in C, C++, SQL, HTML
* Ability to adopt new technologies and handle tight schedules.

#### Personal Profile

* **Father’s Name:** Mr. Amar Singh Saini
* **Mother’s Name:** Mrs. Shanti Devi
* **Date of Birth:** 30th Nov 1985
* **Sex:** Female
* **Marital Status:** Single
* **Nationality:** Indian
* **Languages Known:**  Hindi, English
* **Hobbies & Interests:** Listening music, Travelling, Reading

 ***I here by declare that all information given by me above are true and correct to the best of my knowledge.***

 **GURGAON**  **Anita Saini**