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**Shivani  
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## SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

## SKILLS

- Positive Attitude
- Creative & Hardworking
- Ability to adapt well under pressure & a drive to meet challenges
- Decision Making
- Goal – Oriented
- Punctual
- Basic Knowledge of MS Office & Internet Surfing
- Problem Resolution

## EXPERIENCE

Reception/Admin Staff

Dwarka Sector-04

Modern Convent School/ Mar 2024 to Current

- Greeting visitors.
- Handling queries and complaints via phone, email and general correspondence.
- Transferring calls as necessary, Taking and ensuring messages are passed to the appropriate staff member in time.
- Managing meeting room availability.
- Receiving, sorting, distributing and dispatching daily mail.
- Preparing vouchers.
- Handling transcription, printing, photocopying and faxing.
- Recording and maintaining office expenses.
- Handling travel arrangements.
- Coordinating internal and external events.
- Managing office inventory such as stationery, equipment and furniture.
- Overseeing office services like cleaners and maintenance service providers.
- Assisting the HR team with recruitment, onboarding and termination processes.

Counselor/Admin Staff

Govindpuri, Delhi – 110019

The Arth Institute (The Institute of Commerce & Vocational studies)/ Jun 2019 to Aug 2024

- Academic Guidance.
- Career and Vocational Guidance.
- Supervise the daily programs.
- Kept reception area clean and organized to provide visitors with positive first impression of school/Institute
- Welcomed visitors upon entrance, answered inquiries and directed questions or appointments to appropriate personal.
- Managed and controlled office supply inventory to ensure timely ordering or requisition low level stock.
- Communicated with teaching staff regarding Institute news and changes to the schedule or calendar.

- Performed clerical duties such as copying faxing emailing sorting mail etc.
- Scheduled appointments and reservations as needed.

#### School Receptionist

Narela , India

Benginnings Preschool/ Jan 2019 to Jun 2019

- Planned meetings with faculty members to discuss upcoming activities or initiatives.
- Being a coordinator we ensure that all the teaching staff do their job with dignity.
- Answer student parent and visitor inquiries.
- Answer phone calls and transferred to correct location.
- Order supplies for both office and classroom.
- Supervise the daily operations activities.
- Focusing on admissions & other curriculum activities.
- Observe students at class and evaluate their performance.
- Prepare and maintain all class records.

#### Preschool Teacher

Dehradun, India

The Sunshine School/ Apr 2016 to Feb 2018

- Adapted instructional methods based on individual student needs.
- Handling Preschool Kids & Nursery class Students.
- Reads different stories to children.
- Teach basic skills such a number, color and letter recognition.
- Introduces children's to discipline and the importance of following rules.
- Assisted with scheduling of classes for each semester according to need.
- Educate children through structured play,
- Assigned lessons and Corrected homework.
- Worked with an average of 15 students per class.
- Maintains clean and safe environment for children.

## EDUCATION AND TRAINING

Intermediate

CBSE, Uttarakhand Jan 2015

Percentage: 63.00%

Matriculation

CBSE, Uttarakhand Jan 2013

Percentage: 78.00%

BSc (PMS)

HNBGU

Percentage: 68.00%

## PERSONAL INFORMATION

- Husband's Name: Mr. Girish Giri
- Date of Birth: 12/08/97
- Marital Status: Married

## **LANGUAGES**

Hindi & English

## **HOBBIES AND INTERESTS**

Cooking

## **DISCLAIMER**

I hereby declare that the above mentioned particulars are correct & true to the best of my knowledge & belief.