





PRIYANKA JAROLIA



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SKILLS

Excellent Communication Skills

Problem Solving

Critical Thinking

Presentation Skills

Collaboration

Analytical Skills

Strong Work Ethic

Time Management

Handling Pressure

Leadership

Great People Skills

SUMMARY

I am an adept individual with a keen interest in the field of IT and I want to merge my enthusiasm, efficiency and talent for the betterment and growth of the organization. I am currently seeking challenging and responsible position at entry level to enhance my management skills. I am a hard working team player eager to utilize my skills for the completion of the project on hand and come up as a valuable asset for the organization.

EXPERIENCE

IndiaMART.COM (2023)

Tele Associate Free Seller Enrichment Freelancer

- As a part of the program I am expected to engage in a voice-based calling process where I need to collect, verify and update business profiles to achieve desired outcome.
- My role involves educating sellers about IndiaMART, creating their profiles, addressing queries, and enhancing the overall quality of outputs.

GD GOENKA (2018-20)

Academic Head

- As an academic head I was responsible for managing and oversees the execution of all facets of operations needed for the delivery of academic programs and curricula.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Responsible for record keeping of staff, schedules, curriculum, etc.

Mothers Pride (2016-17)

Academic Counsellor

- As an academic Counsellor I was responsible assisting school administrators and educators with planning and carrying out school-related programs and event.
- Responsible for communicating with parents via phone, e-mail, and mail.
- Also handled front desk job responsibility for considerable period.
- Responsible for conducting interviews for various positions.
- Responsible for working as junior teacher.
- Responsible for event organization and related workload.

Administrative Assistant

- Provides administrative support to ensure efficient operation of office.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Responsible for Inventory control.
- Supports team by performing tasks related to organization and strong communication.

STRENGTHS

Team Player
Quick Learner
Enthusiastic
Goal Oriented
Punctual

HOBBIES

Travelling
Music
Writing
Art & Craft

LANGUAGES

English 
Hindi 

BAL BHARATI INSTITUTE (2015)

Trainee

- Trained to have excellent communication skills in English and Hindi.
- Trained to deal effectively with customer/client/parents (in school environment).
- Trained to be better at management of project in time bound environment.

EDUCATION

Delhi University New Delhi (2020)

Bachelor in Arts Programme

BAL BHARATI INSTITUTE Pusa Road New Delhi (SCERT) (2013-15)

Diploma in ECCE

Kendriya Vidyalaya Janakpuri New Delhi (2012-13)

12th from CBSE

Kendriya Vidyalaya Janakpuri New Delhi (2010-11)

10th from CBSE

COURSES AND CERTIFICATIONS

Completed certification in **Tele Associate Freelancer Program** from Indiamart.com
Completed certification in **Google Digital Marketing** from Google.com
Completed course **Business Communication Skills** from Udemy.com
Completed course **Microsoft Excel** from Udemy.com
Completed course **MS Office** from Udemy.com
Completed course **Basic Computer Fundamental Course** from Udemy.com
Currently going through various other courses for constant up skilling.