

RESUME

MRS.KESAR VERMA

Durga Nagar, Amleshwar

Mb: 95842-14355, 7000311787

CAREER OBJECTIVE:

To seek a challenging career having fertile working environment and opportunities to grow in value addition.

EXPERIENCE:

- 1> Having 1 year experience as an office assistant in Raipur Steel Industries (Back Office Work).
- 2> Having experience of 2 .5 years as an office administrator in Krishna Public School, Dunda, Raipur.
- 3> Presently working at Delhi Public School, Raipur as Store Incharge since Mar'2014 till date.

ACHIEVEMENTS:

- 1> Participation in NCC Air Wing.
- 2> Attended Independence day pared in Police ground, Raipur.
- 3> Attended Republic day pared in Police ground, Raipur.
- 4> Attended CATC (Combined Annual Training Camp) in Mana, Raipur.
- 5> Attended ATC (Annual Training Camp) in Mana, Raipur.
- 6> Received Best Student Award (MCM Batch) from Disha College, Raipur.

KEY RESPONSIBILITIES HANDLED:

- 1> Verification of bills and challans and forwarding it to concerned departments.
- 2> Maintaining stationery stock for regular functioning of school.
- 3> Coordinating with teachers and other departments during functions and for daily requirements.
- 4> Maintaining stock of notebooks for students.
- 5> Handling daily sale.
- 6> Handling annual book distribution.
- 7> Keeping record of stock in tally.
- 8> Timely submission of data for GST payments
- 9> Collection and verification of Transfer Certificate and other documents of students.
- 10> Handling parents for various queries.

EDUCATIONAL QUALIFICATION:

<u>COURSE</u>	<u>INSTITUTION</u>	<u>YEAR OF PASSING</u>	<u>PERCENTAGE</u>
10 th	Adarsh Vidyalaya, Devendra Nagar, Raipur	2002	74%
12 th	Adarsh Vidyalaya, Devendra Nagar, Raipur	2004	77%
B.Com	Vivekanand College, Raipur	2007	59%
PGDCA	Pt. Ramsakha Upadhyay College, Raipur	2013	67%
MCM	Disha College, Raipur	2009	69%
M.A (English)	Pt.RSSU, Raipur	2013	53%
B.ED	Pt.RSSU, Raipur	2015	70%

Medium of Instruction - ENGLISH

PERSONAL PROFILE:

Name: Mrs. Kesar Verma
Husband's Name: Mr. Ujjaval Kumar
DOB: 10-09-1985
Marital Status: Married
Address: Durga Nagar, Amleshwar

DECLARATION:

I hereby declare that, all the above mentioned details are true to the best of my knowledge and belief.

KESAR VERMA