

CURRICULUM VITAE



Name : Rekha Kolsure
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CAREER OBJECTIVE

To pursue a career in an esteemed organization holding a responsible position which would enhance my skills to work in competitive environment and carve a winning edge for the organization.

WORK EXPERIENCE

ORGANIZATION:

1. **Gladiolus English Medium School ,Chakan . - Apr 2019 – Present**

Designation : Admin Head

- School Administration
 - Admission counsellor,
 - CBSE Affiliation work (OASIS, UDISE + , ETC),
 - Saral Work, RTE Admission Work,
 - Student Promotion Activities,
 - Swamanyata Renewable Process,
 - Admission Record,
 - Parents Handling,
 - Conducting Events,
 - Transport Handling,
 - Fee Collection,
 - Stock Record Maintain,

2. **P. K. Foundation Chakan - Jan- 2018 To Mar- 2019**

Designation : Admin Assistant

- School Clerical Work
 - Handling Admission , Clerical work,
 - G.R. Work , Office Filing , Student Document Record Filling ,
 - Maintain record of Student Pupil Attendance, Teachers Attendance , Student Muster,
 - Fee Collection,

3. **BRELLIENT CLASSES - Vishrantwadi , Mar- 2010 To 2011**

Designation : Receiptcenist

- Official Clerical Work
 - Handling Admission ,
 - Clerical work,
 - Fee Collection,

4. AGIES BPO COMERZONE - Yerwada, 1 Mar. 2011 TO 2012

Designation : Customer care Executive

- Quality checking
- Solve customer problem
- Incoming Call Handling

SKILLS

- C. A. A. Certificate in Advance Accounting
- English Typing 30.w.p.m
- Marathi Typing
- MS Excel
- MS PowerPoint
- MS Word
- All Type of Online School Work,
Clerical work

ACADEMIC QUALIFICATION

M.Com. from Pune University, Diploma In School Management From YCMOU

PERSONAL INFORMATION

- Date of birth : 16/08/1990
- Marital Status : Married
- Gender : Female
- Languages Known : English , Hindi , Marathi
- Permanent address : At Swanpa nagari chakan pune 410501

Hobbies

- Reading Books, Newspapers.
- Playing Rockets
- Swimming & Driving

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and bear full responsibility for the correctness of the above mentioned particulars.

Thanking You,

Place: Pune

Date: / /2021

Yours faithfully,
Mrs. Rekha S. Kolsure.