

Mrs Amatul Sarfaraz Naseer

Banjara Hills,

Hyderabad 500034

Email: anas.amatul@gmail.com

Phone: 8801555521

Objectives

Outgoing Front Office Administrator with over 4 years of administrative experience is seeking to be part of a company that fosters learning and encourages growth. Demonstrates effective verbal and written communication that is clear and well organized, team player with valuable ideas and feedback and can be counted on to meet commitments, face tasks and challenges with energy and passion, pursue activities with a focus.

Skills Managing, Excellent Writing, Strong Team Player, Independent, Reliable, Strong Data Entry

Work Experience

Front Office Administrator & child care co-coordinator VIVERO INTERNATIONAL (2018-21)

- Greeting each parent, whether scheduled or in as an emergency, in a clamming an ensuring manner.
- provide basic information, such as hours of operation or directions to the place, and direct other inquiries to the appropriate staff member.
- Take care of incoming calls and follow up of enquiries
- perform routine clerical and administrative jobs, such as sorting mail, filing, entering data, and etc.
- Maintaining the parent data to include required regulatory chart documents, persona Information, child documentation, account history transactions and electronic TDO data.
- Conducting post-op updates to referring offices and care.
- Communicating with office teams regularly to ensure they have the information, tools, and support needed to perform.
- Completing the administrative tasks, such as report review, insured bank deposits, revenue posting.
- Responding to parents and teacher grievances, complaints, and inquiries and see assistance when necessary.

Front Office &PRM (IQBALIA INTERNATIONAL SCHOOL 2016 – 2018)

- Contacted prospective students and walked them through the admissions process with encouragement and organized and properly filed student information into database.
- Used communication skills to accurately identify and gauge needs of prospective students; closely mentored prospective students throughout admissions process.
- Demonstrated experience establishing and maintaining informational and active communication about the admissions process, requirements and career planning.
- Coordinated the admissions process with appropriate staff and submitted all information to Admissions and Utilization Review department supervisors.
- Counseled, advised and guided incoming students from beginning of admissions process to matriculated and enrolled student status.
- Coordinated personnel coverage for front/back office to ensure overall productivity was met across.
- Responsible for maintaining 100% accuracy and knowledge of all admissions and with drawls
- Maintained and compiled the daily/monthly statistics to ensure deficient areas are Addressed.
- Efficient administrative support on all matters relating to safeguarding, child protection and other pastoral issues managed by the Second Master, to include letters and file notes
- Coordination of annual updates to the Common Room Handbook.
- Maintaining updates throughout the year as and when required by the Second Master.

Computer Skills:

- * Basic computer knowledge.
- * Ms Office
- * Internet

Academic Qualifications:

- * Bachelor of Commerce from Osmania University, AP, 2001.
- * Intermediate from Board of Intermediate, AP, 1998.
- * Secondary School Certificate from Lal Bahadur High School, Hyderabad, AP, 1995.

Additional Qualifications:

- * ECCED and PPTC from Vidyanidhi Education Society, Mumbai

Personal Details:

Name : Mrs Amatul Sarfaraz Naseer

Husband's Name : Mohammed Naseeruddin Babar

Date of Birth : 20-July-1979

Languages Known : English, Hindi, Marathi and Telugu

I assure you that I will do my level best to prove my abilities in uplifting your esteemed Organization. The above furnished information is true and correct to the best of my knowledge and belief.

Date:

Signature:

Place: Hyderabad

(Mrs Amatul Sarfaraz Naseer)