

# **CURRICULUM-VITAE**

**PRIYANKA BHATT**

Phase-2, Kanker Khara

Meerut-250001

Mobile No-:8800361030

E-Mail:- bhattpriyanka496@gmail.com

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## **EDUCATIONAL QUALIFICATION**

- M.Com from IGNOU in 2018
- B.Com from Delhi University in 2015
- 12th from CBSE Board in 2012
- 10th from CBSE Board in 2010

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## **TECHNICAL SKILLS**

- MDSE 2 years Course (Master Diploma in Software Engineer) from DAIIT in 2015.
- English Typing Certificate from ACIIT (40 word per min.)

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## **PROFESSIONAL EXPERIENCE**

❖ **St. Teresa School (Indirapuram)**

From 28th Sep. 2022 to 31<sup>st</sup> Oct. 2023

Role: Admission Counselor

- Admissions Office To Review Incoming Applications
- Verify Applicant Information And Materials, And Provide Assistance In Making Final Approvals For Admission
- Follow-up with students to verify any application issues , missing information
- Create profiles for each applicant in ERP (No Paper forms & Invictus)
- Check & Validation, updating of Application Form.
- Responsible for daily/weekly and monthly report.
- Managing student software on a daily basis.
- Registration of new students and editing to all formats in Ms-Office.
- Resolving queries of Parents, students.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Making of Relieving Letter for Staff, Transfer Certificate, Authority Letter, Bonafide Certificate, NOC and Allotment Letter.
- Maintaining records of interaction details of new admission.

❖ **K.R. MANGALAM WORLD SCHOOL**{VAISHALI}

From 13th Oct. 2016 to 27th Sep. 2022

Role: Data Entry Operator cum an Account Assistant

- Check validation, updating of Application Form.
- Managing student software on a daily basis.
- Registration of new students, Fee bill records, Fees collection by cheque or cash, entries update in ERP (Biz Education & Edunext technology) and online submits fees.
- Maintain Transfer Certificate with student's records.
- Resolving queries of Parents, students and other parties.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Making of Receipts, Income tax Certification, NOC and Allotment Letter.
- Prepares payments, fees by verifying documentation and requesting disbursements.
- Financial Management: Fee Collection and coordinating Bank deposits (Handling complete records of fee received).

❖ **I Service India Pvt. Ltd** (Noida)

From June 2015 to Oct 2016

Role: Data Entry Operator

- Handling production related activities, maintaining tracks of the bank properties processes.
- Research and obtain further information for incomplete documents.
- Enter Application Data into Database.
- Enter Cheque Numbers in Cheque Validation Data.

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**PERSONAL DETAILS**

- Name Ms. Priyanka Bhatt
- Father's Name Mr. Kailash Chand Bhatt
- Date of Birth 06th Jan. 1995
- Language known Hindi & English
- Marital Status Married
- Nationality Indian

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**DECLARATION**

I hereby declare that the information furnished is true to the best of my knowledge.

**Date:**

**(PRIYANKA BHATT)**