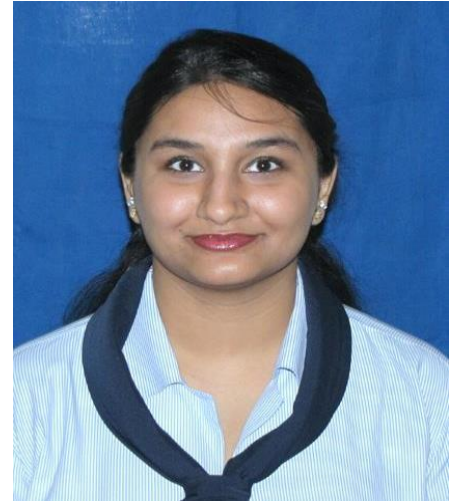


Personal Information

Name	Ankita Mondal
Date of Birth	28th January, 1989
Address	Katwa Road, Burdwan, West Bengal-713101
Present Address	Baghajatin Near Kamdhenu, Kolkata-700092
Contact	8001000133 / 8697540546
E-mail	akm.ankita@gmail.com
Age	30 years
Sex	Female
Marital Status	Married
Nationality	Indian
Religion	Hinduism



Career Objective :

A challenging and rewarding managerial position where prior experience, personal ability, and a commitment to professionalism would be of value. Position should allow for continued personal and professional growth commensurate with achievements. I wish to serve as a team member with utmost dedication and creativity in order to attain maximum productivity contributing my credibility towards the sustainable development of the organization.

KEY RESPONSIBILITIES:

- **Manage entire correspondence work of the School and C.B.S.E. under the patronage of the Principal**
- **Deputed as a leading teacher of English till Class X and for Creative Writing till Class XII**
- **Deputed as a teacher of Business Studies in Commerce Stream of Classes XI and XII**
- **Deputed as a Centre Superintendent to conduct NEET UG under the National Testing Agency**
- **Deputed as an admin to the Principal in handling all correspondences of National Testing Agency during his service as the City Coordinator for National Testing Agency**
- **Took active part in strategizing advertising and promotional tools during Admissions**
- **Managed all administrative responsibilities especially management of human resource towards optimum utilization for productive outcomes**
- **Took leading part in managing and organizing Cultural events**
- **Proficient in corporate correspondences**

Educational Qualification :

Qualification	Year of Passing	School / Institution	Percentage of Marks
MBA-HR	2012	The University of Burdwan	1 st Class
BBA Hons.	2010	The University of Burdwan	1 st Class
ISC (Sr. Secondary)	2007	East West Model School	78.8 %
I.C.S.E	2005	East West Model School	67.5 %

Strengths: **Teaching, Communicative and Correspondence Skills
Human Resource Management and Public
Relations, Flexible and Dynamic and a Team Leader**

Demonstrated Skills School Administration, Human Resource Administration, Marketing

Work Experience : Chief Administrator, Burdwan Model School (April, 2012 to November 2019)

Reference: Dr. Partha Sarkar, Head of the Department, MBA-HR, The University of Burdwan, Contact : 9434198025

Dr. Aamir Jafar, Former Head of the Department, MBA-HR, The University of Burdwan & Professor, MBA-HR, Aligarh Muslim University, Murshidabad, Contact: 8617801429

Dr. Kaushik Das, Principal, Delhi World Public School : 9830226336

The above mentioned information provided is true to the best of my knowledge.

Date :

Ankita Mondal