

Swati Srajan Anand

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South Croydon, United Kingdom

I look forward to joining an organisation that can provide me with an opportunity to enrich myself with knowledge as well as experience & can ensure a dynamic career growth. I have experience as an office administrator with responsibilities including keeping track record of the official information, maintaining records of the organization, updating the policies online, ensuring examination papers are ready to be rolled out on time, creating official documents.

Professional Experience

Lovely Pizza Service, Munich

NOV 2021 - MAY 2022

Restaurant Chef

- Worked as a part-time chef
- Cooked Indian, Italian and German cuisine

ST. Anne's school, Dehradun

APRIL 2018 – SEPT 2020

Office Co-ordinator

- Handled admission process, admission related tests, and admission queries.
- Arranged appointments and meetings for the school principal.
- Maintained ERP net solution programme software.
- Maintained all official files, documents, and records of resumes.
- Responsible for preparation of question papers for examination.
- Managed school's CBSE work online.
- Responsible for attending CBSE meetings for Right to Education (RTE) work.
- Maintained school's official YouTube channel.

Doon World School, Dehradun

APRIL 2017 – MARCH 2018

Office Executive /Admission in-charge

- Prepared fees records, cash receipt voucher transaction, and payment voucher entries
- Creation of all money voucher transaction
- Maintained all official files, documents and records of resumes.

- Helped in organizing curricular activities like dancing and music.
- Worked as an editor for school magazine.
- Managed academic arrangements for functions and activities.
- Prepared day to day expense vouchers, book-keeping and recorded entries in Tally Erp9.
- Prepared salary cheques.
- Interacted and connected with parents for queries.
- Made various official letters for banks and other departments.
- Ensured that payments are made to / received from creditors/debtors timely.

Educational Qualification

- Diploma in Information Technology - 2016
- Master of Commerce from ITM Dehradun - 2015
- Bachelor of Commerce from DAV (PG) College - 2012
- 12th CBSE Board - 2009
- 10th CBSE Board - 2007

Certification

- Certificate in Computer basics

Computer skills

- MS Office (Word, Excel, PowerPoint), MS Outlook, Digital Campus Software, Tally ERP 9, and E-Net solution (Radical Logix), CBSE (Online Sites)

Interest & Activities

- Dancing is my passion
- I love cooking