

SANGEETA MALHOTRA

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CAREER OBJECTIVE

Looking forward for a challenging career in a high tech environment and to grow success fully in a way that will bring the best out of me as a professional.

WORK EXPERIENCE

- 1. Worked with Maya Academy Of Advanced Cinematics as a Centre Coordinator in Janakpuri branch from April '2019 to Nov '2019**
- 2. Worked with Maya Academy Of Advanced Cinematics as a Career Coordinator from February '2011 to October '2012 in Netaji Subhash Place, Pitampura, Delhi.**
- 3. Worked with Frameboxx Animation & Visual Effects Pvt. Ltd. as a Senior Career Counselor from September '2010 to February '2011 in Kamla Nagar, Delhi.**
- 4. Worked with Arena Animation as a Front Office Counselor from August '2008 to November '2009 in KP Block, Pitampura, Delhi.**
- 5. Worked with Akiko Callnet (An Enterprise of Sherman Group) from April'07 to July'08 in Pitampura.**
 - (a) Joined as FOI (Front Office Incharge) and there**
 - (b) Promoted as a Counselor in CADD CENTRE, PITAMPURA.**

Key Responsibilities:

- Counselling the Enquiries & to convert them into Admissions.**
- Managing Confidential Files**
- Providing jobs to students & conducting interview**
- Collecting monthly fees from Students**
- Maintaining records for Daily Expenses**
- Coordination with faculties & Director for daily activities**
- Taking care of Hospitality**
- Grievance Handling**

EDUCATIONAL QUALIFICATION

Post Graduation Business Administration (Human Resource Management) from Symbiosis Centre for Distance Learning recognized by DEC, Batch 2009.

- B.A. (Pass) from N.C.W.E.B.**, University of Delhi, St. Margaret Public School, Prashant Vihar- Teaching Centre (NCWEB) 2004-2007.
- 10th from C.B.S.E.** Board in 2002.
- 12th from C.B.S.E.** Board in 2004.

PROFESSIONAL QUALIFICATION

- Diploma in Nursery Teachers Training** from National Institute of Open Schooling (Little Planet Institute of Advanced Studies, from Prashant Vihar, in 2004-2005.

COMPUTER SKILLS

- Knowledge of Microsoft Office(word, excel), PowerPoint, Internet**

PERSONAL DETAILS

Husband's Name	Mr. Nitin Malhotra
Interest/Hobbies	Listening Music, Playing Games & Surfing
Sex / Marital Status	Female/ Married
Nationality	Indian

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

DATE :

PLACE : DELHI

(SANGEETA MALHOTRA)