



6299787852



gracewithnancy22@gmail.com



Railway colony, Balidih,
B.S.City, Jharkhand.

Education

Bachelor of Arts - English Honors

St. Xavier's College, Kolkata

2020 - 2023

Schooling from - Holy Cross School,
B.S.City, Jharkhand

Skills

- Office Management
- English teaching
- Content writing
- Presentation planning
- Skilled in MS Excel and MS Words
- Proofreading
- Student assessments
- Deadline management
- Adaptable nature
- Positive reinforcement

Language

English

Hindi

NANCY MICHAEL

I'm an experienced Office Assistant and aspiring writer with a B.A. in English Honors. I'm looking to grow my career in a supportive and challenging environment where I can apply my organizational skills, attention to detail, and creative thinking. I'm a quick learner who enjoys working with others and approaching challenges with an open mind. I take pride in being responsible and adaptable, always aiming to contribute positively to the team's success while continuing to learn and improve.



Work and volunteer Experience

Holy Cross School, Bokaro

Office Assistant cum Clerk (Year 2024)

- Managed and organized office files, documents, and records for easy access and retrieval.
- Handled data entry, maintained spreadsheets, and ensured accuracy in reports.
- Coordinated office supplies, inventory, and equipment maintenance to support smooth operations.
- Managed incoming and outgoing communications, including emails, phone calls, and correspondence.
- Scheduled meetings, maintained calendars, and assisted in preparing agendas and minutes.
- Supported the administrative team with daily office tasks and workflow management.
- Processed invoices, managed petty cash, and ensured timely follow-up on payments.
- Assisted in drafting letters, reports, and official documents with attention to detail.
- Provided customer service support, responding to inquiries and resolving issues promptly.
- Ensured compliance with school policies and maintained confidentiality of sensitive information.

Freelance Content Writer

- Created engaging and original content for various platforms, tailored to the target audience.
- Researched and developed well-structured articles, thesis, and marketing content.
- Managed deadlines efficiently while maintaining quality and accuracy.

Volunteer Experience

Caregiver – Noah's Ark NGO (Love & Care Special School), Kolkata

- Supported children with special needs in their daily routines and learning activities.
- Promoted a nurturing environment to help children develop essential skills.