




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.

 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



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.