

# Rajeswari Singh

176/H/5 Satin Sen Sarani  
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## SKILLS

Passionate and knowledgeable Executive with over 2 years of experience providing administrative and management skills in office settings. I bring forth high quality organizational skills and a self-motivated drive to achieve excellence. A commitment to safely and professionally handling confidential tasks. Known for utilizing strong communication skills to communicate well with other staff members and employees.

## EXPERIENCE

### **Seth M. R. Jaipuria School, Salempur - Admission Executive ( Now Promoted to Admin Incharge )**

JANUARY 2023 - PRESENT

- Did Counseling regarding admissions and fees
- Did marketing relating to admissions
- Maintaining Files and registers for stocks
- Documentation of Files and other Confidential documents
- Experienced in field marketing
- Did awareness campaigns for brand promotion.
- Got Promoted to Admin Incharge from July 2024.
- Looking after all daily activities for the office.
- Making salary for all the staff : Teaching & Non-teaching, Grade 4 etc.

### **Hi-Speed Logistics Pvt Ltd, Kolkata - Junior Accountant**

March 2020 - JANUARY 2021

- Co-ordinated with logistics and supply chain team to ensure on-time and cost effective delivery of goods and services.
- Updating daily entries of different products of various branches
- Updating Cash entries for daily transactions.

### **Fusion, Kolkata - Customer Support Representative**

August 2019 - December 2019

- Worked as Customer support for OYO

## EDUCATION

**Bahadur Yadav Memorial College ( Deen Dayal Upadhyay University, Gorakhpur) - M.Com (Accounting & Finance)**

June 2023

( Pursuing )

**Rammohan College, Calcutta University, Kolkata - B.Com ( Hons )**  
(Accounting & Finance )

JULY 2019

Graduated with Honors

**Seth Soorajmull Jalan Balika Vidyalaya, Kolkata - Higher Secondary**  
(12th)

MARCH 2016

Passed with 1st division

**Seth Soorajmull Jalan Balika Vidyalaya, Kolkata - Secondary ( 10th )**

MARCH 2014

Passed with 1st division

## Other Skills

Knowledge of Basic Computer

Knowledge Of Microsoft Excel

Knowledge of tally ERP 9

## Hobbies

- Reading
- Writing
- Listening to Music
- Traveling

## Declaration

I declare that all the information mentioned above is true and to the best of my knowledge.

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