

RESUME

LEENA WILLIAM

**Miracle Mansion # 9/10, 2nd Main,
2nd Cross, Janatha Colony
Doddakannalli, Carmelaram Post
Sarjapur Road, Bangalore – 560 035
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Career Objective

To seek a challenging position in a esteem organization which reorganize own initiative,dedication and hard work to meet and to improve the standards for its growth

Personal Contribution

As being self-confident, dedicated hard worker to grow with the organization. To take more responsibility which helps me to be even more loyal and prompt being committed and a good team player which helps my superiors to relay on and to give me more challenging roles. Has a ability to handle pressure in a calm and assured manner and willing to take risk, and willing to learn new things. Wide experience in CHRIST UNIVERSITY,

Education Qualification

- Pursuing Final year Bachelor of Degree in correspondence (Karnataka State Open University)
 1. First year BA : 50%
 2. Second year BA : 62%
 3. Final year : Perusing Exam
- SSLC studied in Austin Town girls high school, Bangalore

Technical Skills

MS- word, MS-Excel, Power point, Internet Surfing,

Junior typing COM 245 and WMP 49

Work Experience

Sl. No	Organization	Duration	Job Description
1	PRAKRIYA Green Wisdom School	May 2025 till now	<p>Teachers and resources Attendance Maintain (updating in the sheet shared)</p> <ol style="list-style-type: none"> Working on Leave slip and Extra Working day of Teachers/ resources and Entering cumulative attendance sheet of class 9 and 10 students Sending Email to the parents, <ul style="list-style-type: none"> regarding late coming, speedy recovery, early leaving and unwell of students also absentees updating the absentees of students/teachers details on the whatsapp group for the count of Food Sending Emails for Academic year Time table, syllabus, Question papers and Answer Keys(Exam, UTI 1/UTI2) Scheduling the Offline work for students. (in case there is any programme) also to work on below tasks <ul style="list-style-type: none"> Laptops of laptops and connectivity Teachers available Attendance <p>Food count (School offering food for all)</p> <ol style="list-style-type: none"> Updating the food count for students on the trackers of teachers and resources, on daily basis avoid food wastage Updating the food count for any programme for parents as well (in case of any programmes) <p>LIBRARY</p> <ol style="list-style-type: none"> Sorting out the books according to the Genres Maintaining of the books according to the shelf wise also the text books, Question bank resource books also the Teachers reading book Working on Students cards of each class when they borrow books . also maintain the teachers borrow books as well Follow up of in house text books class wise when the teachers borrow
2.	FINECHO Engineering Company Indian subsidiary of Echo Engineering, Finland	March 2022 till October 2023	<p>Sourcing the profiles from the Naukri portal based on the inputs which has been given by the management</p> <p>Speaking to the candidates and scheduling the interview, sending offer letters, other joining formalities.</p>

3.	Smarter homes Technologies Ptd Ltd	April 2018 to August 2020	Worked as a Personal Secretary for the COE Working with Basic HR working Maintain Housekeeping stock and stationery items (will Explain the job Descriptions in person)
4.	Christ University 1. Centre for Education Beyond Curriculum 2. Secretary as Dean of Science 3. Dept of Tourism Studies	2005 till 2015	1. Secretarial Assistance 2. Documentation in the Department 3. Stationary management 4. Preparing common notices / letters and correspondences 5. Honorarium bills of Visiting faculties 6. Coordination in the department and other offices 7. Arranging For the Meeting/Seminars and workshops 8. Attending phone calls 9. Interacting with parents' teachers and students During the admission and invigilation for practical and theory exams. Also, for internship

PERSONAL DETAILS

Name : Leena William
Husband Name : S. William Pradeep Kumar
Date of Birth : 13-09-1980
Sex : Female
Nationality : Indian
Marital Status : Married
Religion : Christian

Languages Known

To Speak : English ,Kannada, Tamil and Hindi
To Write : English ,Kannada, Tamil and Hindi

Qualification : BA Karnataka Open University (Pursuing)
Additional Skills : MS- word, MS-Excel, Power point, Internet
Surfing, junior typing
Hobbies : Listening devotion songs, playing with kids,
reading
Personal Traits : Honesty, Sincerity and Hardworking

Declaration

I do here by confirm that the information given in this form is true to do the best of my knowledge and belief.

Place: Bangalore

Date:

Leena William