

Alka Parmar

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Career Objective

Seeking a role in a **prestigious school** where my prior experience as highly organized and detail-oriented **office administrator** can be useful for the institution, and I can move back into the field of nurturing future of India.

Educational Background

- 2005 Completed B.E in Instrumentation & Control Engineering from Sardar Vallabhbhai Patel institute of Technology, Vasad (Gujarat) with an aggregate of 65 %.
- 2001 Completed HSC in Science stream from Gujarat State board, Vadodara with an aggregate of 80 %.
- 1999 Completed SSC in Science stream from Gujarat State board, Vadodara with an aggregate of 78 %.

Professional Experience

Sn.	Company	Role	Location	Duration
1	BRS Global School, Kasavanahalli	Administration Officer	Bengaluru	July'24-Present
2	Emballiso India Packaging Pvt. Ltd.	Business Communication executive	Bengaluru	June'23 – June'24
3	Suresales Automation Pvt. Ltd.	Office manager	New Delhi	July'12 – Apr'14
4	Reliance Industries Ltd	Manager	Vadodara	Oct'10 – Mar'11

Primary Roles & Responsibilities in BRS Global school

- Greeting visitors, answering phones and emails, directing inquiries, and maintaining a professional and welcoming atmosphere at the school.
- Handled tasks related to student attendance, registration, records management, and communication with parents.
- Ensuring school forms and documents are up to date.
- Acted as a central point of communication, relaying messages between teachers, staff, parents, and students.
- Planning and coordinating school events, such as parent-teacher conferences or school functions.
- Preparing reports, presentations, or meeting agendas, following up on action items, and ensuring deadlines are met.
- Act as a liaison between management and other staff members.
- Handled sensitive information with discretion and maintained confidentiality as required.
- Handling all communications through school app.
- Prepared reports for management on admissions progress and student demographics.
- Assist in the recruitment, onboarding, and orientation of new staff members.

- Maintain staff records, including attendance, leave, and professional development.
- Provide administrative support to teachers and other school staff.
- Assist with scheduling and coordination of staff meetings and training sessions.
- Generate regular reports on SEO performance metrics, including keyword rankings,
- Plan and coordinate content themes, including school events, achievements, and important announcements.
- Create engaging and visually appealing social media posts that reflect the school's values, culture, and community spirit.
- Develop content types including text updates, images, videos, and infographics to capture and retain the audience's attention.

Skills

Software expertise:

SAP-R3	ODOO	MobiCRM	MS OFFICE	Ai tools
PM module MM module	Sales module	Lead generation	Excel Word Power point Teams Planner	Chat GPT Claude Canva Gemini

Soft skills

- Excellent written and verbal communication.
- Team player who can easily collaborate effectively with others.
- Problem-solving attitude with analytical and critical thinking.
- Strong organizational skills to manage my time and workload efficiently.
- Easily adaptable to new situations and changes.

Achievements

- Awarded for my ability to organize a vendor's meet event at my current company
- Rated excellent for my performance in year 23-24 at Emballiso India packaging Pvt. Ltd.
- Was awarded special award by Reliance for my excellent work in my projects there.

Personal Details

Date of birth : 22-09-1983
 Sex : Female
 Languages known : English, Hindi, Gujarati
 Marital status : Married
 Nationality : Indian

References

Will be shared upon request.