



Matilda Sangma

PYP Assistant

PROFILE

My primary objective is to be of value to my employer by making it easier and simpler for them. As a true professional with several years of work experience across the Government sector and Organisations, I possess the ability to grasp things quickly and maintain the utmost level of efficiency under pressure. Aspiring to join as a growth-oriented, utilizing my skills to drive results for the organisation.

MOBILE

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ADDRESS

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AREAS OF EXPERTISE

GOOD COMMUNICATION
INTERPERSONAL SKILLS
WEBSITE DESIGN
TEAM WORK
TIME MANAGEMENT

AWARDS RECEIVED

Awarded second prize in the essay Competition for having participated in the block level science and environment fair 2002.
Awarded second prize in the event of flower management competition 2003.
Upper primary school scholarship in the year 2003.
Awarded the best individual voice of the team in panel Discussion.

WORK EXPERIENCE

INDUS INTERNATIONAL SCHOOL (NOV 2021-PRESENT)
PYP Secretary

Scheduling Interviews for the candidates.
Documentation, Maintaining calls and supporting administration work. Preparing Newsletters and Calendars.

CHRIST UNIVERSITY (27TH NOV 2017- 22ND JULY 2019)
Junior Administrative Staff

Both back end and front end operations as a relationship staff. Verify, Edit and Update Applications of the candidates. Attended calls and handled enquiries through emails. Manage staff Appointments.

EDUCATIONAL HISTORY

CHRIST UNIVERSITY (2017-2019) BANGALORE
Master in Behavioural Science (POST GRADUATE)

ST. GEORGE COLLEGE OF MANAGEMENT & SCIENCE (2008-2011) BANGALORE
Bachelor of Computer Science (GRADUATION)

ST. ANNE'S COLLEGE FOR WOMEN (2006-2008) PUC
Physics, Chemistry, Mathematics and Biology
HOLY CHILD SCHOOL (MATRICULATION) SHILLONG 2006