



RANI ISSAC

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OBJECTIVE

I am looking forward to work with a reputed organization, where I can utilize my skills to contribute the organization's success as well as to prove myself as an asset to the organization.

SUMMARY

- Good knowledge and administration skills
- Interpret and translate needs into rough plans.
- Set cost and project fees according to client's budget
- Decision making
- Supervise work progress.
- Research and follow industry changes, evolutions, and best practices
- Ability to present ideas in a user friendly language.
- Self motivated and directed.
- Proven analytical and problem solving abilities.
- Strong customer service orientation.
- Strong interpersonal, written and oral communication skills
- Experience working in a team orientated culture and collaborative environment.
- Supervised large teams consisting of members at different levels and functions.

Experiences

1) St Ignatius Public School, Bengaluru

Designation: Admin

Duration: Feb 2022 - Dec 2023

2) Gardencity University, Bengaluru

Designation: Administrative Officer

Duration: Mar 2019 – Nov 2021

3) Desire Designs, Bengaluru

Designation: Showroom Manager

Duration: Sep 2017 – Mar 2019

4) Viva Interiors Pvt Ltd, Bengaluru

Designation: Showroom Manager cum Interior Designer

Duration: Mar 2015 – Sep 2017

PROFESSIONAL QUALIFICATIONS

B.A ENGLISH (2005-2008)
SHIVAJI UNIVERSITY,
KOH LAPUR, MAHARASHTRA

Diploma in Interior Designing (2011-2014)
LAID INSTITUTE,
SANGLI, MAHARASHTRA

ADDITIONAL SKILLS

- Students & parents handling
- Communication skills .
- Problem identifying and solving skills
- Open to new ideas & willingness to adjust.
- Ability to articulate clearly and effectively.
- Management skills
- Accounting expertise
- Staff training & motivational skills

PERSONAL DETAILS

Date of Birth: 21/3/1986

Languages: English, Hindi, Marathi, Malayalam & Kannada