



MEETA JHA



CONTACT

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OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.



EXPERIENCE

Footprints Preschool and Daycare (Gurgaon)

3rd January 2020 - 31st April 2021

Center directress

- Responsible for entire centre operations and managing the team
- Responsible for conversions and admission
- Single point of contact for Parents and team

Sanfort Preschool and daycare , Gurgaon

2nd January 2018 - 30th December 2019

Branch Head

Responsible for entire centre operations and managing the team

Responsible for profit and loss of centre

Increasing the strength of school kids from 10 to 105 in a span of just six months

Supervise and lead staffs, design program plans,oversee daily activities,and prepare budgets

Klay prep school and daycare

1st October 2017 - 30th December 2017

Centre Director

Responsible for entire centre operations and managing the team

Successfully organized PTM, Graduation Day, Annual Day for the first time

Hiring and supervising staff

Single point of contact for parents and team

Candidate screening, interviewing and onboarding

- Handle employee engagement
- Provide administrative support
- Coordinating office activities



SKILLS

- Zoho, Ace, Flinnt,IMS ,ERP -
Decision Making - Problem
solving - Active Listening -
Priority Management - Ms word
and Excel, Spss (Basic) -
English ,Hindi, French (Basic
Knowledge) ,Punjabi

Discovery Montessori preschool and daycare

1st June 2014 - 30th September 2017

Branch Head

Single point of contact for parents and team

Responsible for conversions and admissions

Responsible for profit and loss of centre

Managing Peety cash

Training and development of employees etc

Recruitment

Operations- Joining formalities, Leave and attendance management, Employee database

Employee Relations- Handling all queries of employee related to salary/leave/transfer etc

Responsible for entire centre operations and managing the team

Successfully organized PTM, Graduation Day, Annual Day for the first time

Hiring and supervising staff

Single point of contact for parents and team

Candidate screening, interviewing and onboarding

- Handle employee engagement

- Provide administrative support

- Coordinating office activities

Increased the strength of school kids from 35 to 90 in a span of five months

Mount Shivalik Breweries Ltd.(Ranchi)

1st June 2011 - 31st May 2012

Trainee

Bharti Vidyapeeth University Institute of Management and Research

1 st March 2013 - 30th April 2014

Visiting Faculty

Infosys (Off campus hiring)

18th January 2014 - 25th of January 2014

Recruitment coordinator (Training administrator)



EDUCATION

Bharti Vidyapeeth Institute of Management and Research, New Delhi

2012-2014

MBA HR and Marketing

7.37

Patna women's College, Patna University

2007-2010

Bachelor of Arts

64%

● **Bihar intermediate education council**

2005-2007

Senior secondary Examination

63%

● **St.Josephs convent school (Patna)**

2005

I.C.S.E Higher secondary Examination

81 %