



📍 New Delhi, India 110010

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SUMMARY

Highly organised and self-motivated administrator with proven office management skills. Ability to deal effectively with people at all levels. Experience of organising and supervising the administrative activities across various schools, within budget with strict adherence to timelines.

SKILLS

- Strong interpersonal skills
- Excellent work ethic
- Process improvement
- Motivational leadership style
- Budgeting
- Programme oversight
- Negotiation
- Operations oversight
- Policy development

Ritika Hattangady

EXPERIENCE

April 2021 - Current

Chief Administrative Officer Heritage Xperiential Learning School
| Gurugram, Haryana, India

- Business Administration
- Strategy Management
- QualityControl
- Team Management
- Managing Budget and P&L
- Customer Satisfaction
- Budgeting Capex& Opex
- Vendor/Supplier Relations|Reporting Works.

July 2014 - March 2020

Administrative Head B.D.Somani International School | Mumbai, India

- The B. D. Somani International School and G.D. Somani Memorial School are under one premises, was responsible for supervising and maintaining neat and clean
- To make sure all the facilities and equipment of the schools were maintained well.
- Overall school security and vigilance of the school premises.
- Budgeting, Strategic Planning, Policy designing and implementation for both the schools.
- Overall vendor management for both the schools.
- Overall event Management for both the schools.
- Attendance and leave management of employees.
- Situational action planning
- Lesioning with govt agencies for approvals and getting NOC like Fire and getting and OC for the school building
- Periodic review of various policies and AMC

March 2013 - April 2014

Teacher in Charge Navy Children School | Mumbai

- To make semester vise curriculum for the preprimary children
- Responsible for smooth running of preprimary school.
- Attendance and leave management of preprimary teachers and helpers.
- Event management

January 2008 - September 2009

Sr. Marketing Executive Palm Beach Hotel | Visakhapatnam, India

- Management, building up and retain of client loyalty.
- Interacting and corresponding with clients
- Representing the group and building a brand image
- Inter corporate business communication
- Making regular visits to corporate and head clients
- Managing data base to market events by different media
- After sales support and updating company website.

April 2007 - November 2007

Sr. Marketing Executive Net Savant | Visakhapatnam, India

- Management, building up and retain of client loyalty.
- Interacting and corresponding with clients
- Representing the group and building a brand image
- Inter corporate business communication
- Making regular visits to corporate and head clients
- Managing data base to market events by different media
- After sales support and updating company website.

May 2000 - April 2006

Business Development Associate Advance Services | Pune, India

- Handling customer queries and making quotation, Escalating genuine queries/customer feedbacks to clients for further improvisation on system and procedures and products.
- Coordination with marketing executives for quotations purchase orders.
- Responsible for handling customer complaints and coordinating with service engineers
- Coordination with recovery officers for payments

EDUCATION

2023

CDRMF,CCDR,ERR,SC,CBDRM

National N of Disaster Management, New Delhi, DL

2022

POCSO | POCSO

Rightside Story, New Delhi

2009

PGDHR | Human Resources

Symbiosis College, Pune, MH

2008

Internal Auditor | Internal Auditor course

Harsha Technologies, Visakhapatnam, AP

2008

PGDRM | Retail Managment

Symbiosis College, Pune, MH

1999

DECCE | Diploma In early childhood care and education

Mumbai University, Mumbai, MH

1998

Bachelor of Science | Defence Studies

Bhonsala Military College, Nashik, MH

- Graduate