

RESUME

Career Objective:

Seeking a position to utilize my skills and abilities in the Human Resources Management Industry that offers Professional growth while being resourceful, innovative and flexible.

Professional Experience

Project #1:

Children Home Project Co-ordinator for 10 years in **Hope India Mission Institute**, KR Puram, Bangalore.

- Taking care of children from Nursery level to X std
- Maintenance of the home
- Also worked as teacher in the Hope school in **Hope India Mission Institute**

Project #2:

AshaKiran disabled School

- Worked as teacher for one year

Roles and Responsibilities:

1. Programming modules of the project.
2. Involved in the reports development.

Project #3:

- **Vibgyor High**
- Working as a **Relationship Executive and Academic Counselor** from July 2013 to Jul 2016

Project #4:

- **Chrysalis High**
- Worked as an Admission Officer August 2016 to November 2016.

Roles and Responsibilities:

1. Handling Admissions.
2. Addressing, handling or re- directing queries with regards to admission, PSA and Kids Club.
3. Managing and organizing files and records of the department.
4. Maintain Grievance report and follow up till the issue is closed.

5. Handling ERP-Updating the data,circulars and other reports through ERP (EnterpriseResourcePlanning).
6. Assist parents for school tour.
7. Handling post admission process, LC application process query and grievance.
8. Actively participating in Annual festival of VIBGYOR.
9. Maintaining the Tracker & Revised report on daily basis.
10. Worked as an Education Facilitator.
11. Maintaining Reports for CO.
12. Marketing.

Project #5:

- **ASCC Infra Pvt Ltd**
- From February 2017 to Till Now.

Roles and Responsibilities:

1. Worked as public relation officer.
2. Sale of villas.
3. Executing, supervising, and inspecting building construction project.
4. Maintain communication with senior management and the public.
5. Prepare and submit PR reports.

Skills and Interests:

- Able to incorporate fun games and interactive activities into lessons.
- Love to get involved with children in their activities.
- Extrovert, but polite by nature with patience in teaching
- Drawing and Painting
- Solving Puzzles-Rubik's cube
- Vegetable carving and Thai Art
- Music (can teach music)

Personal Profile:

Name	:	Priscilla Joel
Address	:	C/o Logos Assembly of God church Sorbo Complex, Marathahalli, Bangalore – 560037
Education	:	M.A (Economics) M.Div(Theology) PGDC(Counselling) CIDTL(Cambridge International)
Phone (M)	:	9880047717
Date of Birth	:	29-12-1980

Languages Known : Kannada, Tamil, English and Telugu

Declaration

I hereby declare that the above furnished information is true to the best of my knowledge.

Date:

Place: Bangalore.

(Priscilla Joel)