**KANCHAN KHOSLA Mobile**:(+91)9653046408, 9876220609

**Gender** : Female

**Email**: khoslakanchan51@gmail.com

**OBJECTIVE**

Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits. To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE(FIELD/BOARD)** | **INSTITUTION** | **%AGE/ GRADE** | **YEAR** |
| **10th Class (PUNJAB SCHOOL EDUCATION BOARD)** | **PUNJAB** | **63%** | **2002** |
| **12TH Class (PUNJAB SCHOOL EDUCATION BOARD)** | **PUNJAB** | **53%** | **2005** |
| **Bachelor of Arts (PUNJAB UNIVERSITY CHANDIGARH)** | **CHANDIGARH** | **53%** | **2008** |
| **Computer Diploma (INSTITUTE OF SOFTWARE TECHNOLOGY)** | **PUNAJB** | **A+** | **2003** |

**WORK EXPERIENCE:**

From 2015 to 2018: **ADMIN MANAGER IN SHUBHRA RANJAN IAS STUDY GROUP**

**Achievements:**

* Capable of managing multiple tasks with an emphasis on retaining quality standards
* Ability to quickly assess and prioritize projects and office tasks
* Familiar with all MS Office Suite applications
* Proficient at evaluating problems and quickly devising practical solutions
* Ability to meet tight deadlines
* Good team player and motivator
* Excellent research skills
* Solid communications skills

From 2014 to 2015 : **MANAGER IN KAMAL INTERNATIONAL**

**Achievements**

* Ability to conduct all meetings
* Arrange Interviews with UAE Delegations and select candidates for Manpower
* Staff Management and recruitment
* Tally Accounts with Managing Director

From December 2014 to August 2015: **TEACHING IN ROOTS IAS ACADEMY**

**Achievements**

* Have a quality of adopting of new concepts of studies and responsibilities
* Understand student’s need
* Can create a comfortable learning environment
* Easily get involve with new people
* Good communicator/mature, patient, responsible, positive attitude
* Good explanation skills

**ONLINE WORK EXPERIENCE:**

**OPPORTUNITY TO WORK WITH 247 PATHSHALA.COM**

**Achievements**

* Teaching for SSC, IAS, CAPF students (CONSTITUTION OF INDIA)
* Useful tips and tricks for competitive examinations

**EXTRA CURRICULAR ACTIVITIES**

* Participated in the one day UGC sponsored National Seminar on “Youth Subculture” (2014)
* Volunteer in Alternative Learning System Institute for National Tour (2011)
* Coordinator in badminton Tournament (2013)

**PERSONAL INTERESTS**

* Playing badminton
* Reading Books & Write Articles on political issues, Listen to Music, Cooking
* Explore historical places
* Photography

**SKILLS**

**Software Packages** MS Excel, MS Powerpoint, MS Word

**Languages Known** English (SRW), Hindi (SRW),Punjabi (SRW)

**Soft skills** Leadership**,** Team work**,** Interpersonal communication, Multitasking, Problem solving attitude

Lawn Tennis Competition, Jaipur, 2012

**PERSONAL DETAILS**

**Permanent Address:**  **V.P.O – APRA, THESIL – PHILLAUR, DISTRICT JALANDHAR, PUNJAB, PIN CODE : 144416**

**Age: 31**

**Date of Birth : 25 September 1986**

**Father’s name : Sh. Ram Murti Khosla**

**Sex: Female**

**Marital Status : Single**

**Nationality : Indian**

**DECLARATION:**

I hereby declare that all the information provided above is true and the best of my knowledge and belief.