



Mitsu Jangid *Office Administrator*

Dynamic and results-driven professional with a Bachelor of Business Administration (BBA) and over 5 years of diverse experience in operations management and educational coordination. Proven expertise in streamlining operations, managing educational programs, and enhancing student and staff experiences.

Adept at multitasking, problem-solving, and implementing effective administrative processes. Seeking an administrative role in Dubai's education sector to leverage my skills and contribute to institutional excellence.

Contact

Phone

+971 52 190 2721

Email:

jangirmitsu@gmail.com

Address

Royal Residency, Sports City,
Dubai

Education

BACHELOR OF BUSINESS ADMINISTRATION

2015 - 2018

BANASTHALI VIDHYAPEETH

Skills

- Operations Management
- Educational Program Coordination
- Staff & Student Relations
- Office Administration
- Strategic Planning & Execution
- Student Enrollment & Admissions
- Data Management & Reporting
- Event Planning & Coordination
- Team Leadership & Collaboration
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Forms)
- Canva & Basic Video editing

Personal Information

Birth date : 30/ December/ 1996

Civil status : Married

Location : Dubai

Language

English

Hindi

Experience

Branch Coordinator

KIDZEE & Mount Litera Zee School, Primary, Jaipur, [June 2022] – [Present]

- Coordinated daily operations and administrative functions for the primary school, ensuring smooth communication between staff, students, and parents.
- Managed student enrollment processes, including application reviews, interviews, and onboarding, leading to a 15% increase in student intake.
- Organized and executed school events, including parent-teacher meetings, cultural events, and educational workshops, enhancing community engagement.
- Implemented data management practices for student records, resulting in improved accuracy and accessibility of information.
- Collaborated with teachers and school management to develop and implement educational programs aligned with curriculum standards.

Operation Manager & Customer Handling Specialist

JN Home Allied Company, Jaipur, Rajasthan, [May, 2018] – [May 2022]

- Directed day-to-day operations, ensuring the efficient flow of production and delivery processes, meeting all client deadlines and maintaining high-quality standards.
- Improved overall productivity by optimizing resource allocation and streamlining workflows.
- Managed a team of 15 employees, providing training, guidance, and performance evaluations, resulting in improved team morale and increased productivity.
- Acted as the primary point of contact for key clients, addressing inquiries, resolving issues, and ensuring a high level of customer satisfaction.
- Collaborated with suppliers and logistics teams to ensure timely procurement of materials and on-schedule delivery of finished products to clients.
- Monitored operational performance through data analysis, providing regular reports to senior management and recommending actionable improvements.
- Established and maintained quality control standards, reducing defects and ensuring that all products met the company's quality benchmarks.
- Successfully retained key clients through proactive communication, understanding their needs, and delivering tailored solutions that met their expectations.

Certification

Volunteer Coordinator

[Leaders for Tomorrow], Jaipur, [2017] – [2018]

- Led a team of volunteers in organizing community education programs, including literacy campaigns and after-school tutoring sessions for .
- Managed volunteer schedules, training, and communication, ensuring high levels of engagement and program success.

LinkedIn

LinkedIn Profile: <https://www.linkedin.com/in/mitsu-jangir-87143914a>