

Leena Tiwari

Kolkata, West Bengal 700075

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Seeking a challenging position in a dynamic organization, long term plan to advance into management responsibility in corporate industry to demonstrate a positive & proactive contribution in the development of the organization.

Salary expectation: Atleast 30000p.m.

Last drawn: 25000 p.m

Willing to relocate: Anywhere

Personal Details

Date of Birth: 1988-08-04

Eligible to work in: India

Highest Career Level: 5+ years experience

Industry: Education & Instruction, Management, Other, Sales

Total years of experience: 14

Work Experience

Administrator ,teacher cum front office job.

Running own English medium school , FCI,chartered firm, Foreign based company . Currently working in an international co.dealing with students going abroad for education. - WB
January 2023 to Present

Worked in an english medium school for last fourteen years.

Worked in FOOD CORPORATION OF INDIA as a Cost and Management Trainee for one year.

Worked as a Sales co-ordinator being a part of MDO team in a limited company.

Worked as a sales coordinator and EA in a private limited company.

Worked in a co . dealing with students going abroad for education.

Education

B.COM (Hons) in Commerce

Jaipuria college - West Bengal

June 2006 to 2009

ICWAI

Skills / IT Skills

- Communication skills (10+ years)
- Teaching (10+ years)
- Office Work (3 years)
- Administration (10+ years)
- Microsoft office,word , Excel