

ARTI NAYI



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CPR No: 840512309

EXPERIENCE

As a cashier **2 year experience Al Adil supermarket in Bahrain** and over **6 years** Experience in as Teacher and **1 year** experience as an accountant cum office assistant in supermarket and **1 year** experience as a front office. Proven ability to supervise effective teams, oversee daily operation, and improve workflow, efficiency and accuracy. Proficiency great customer service, handling cash, data review, outstanding verbal and written communication skills. An experienced classroom practitioner possessing excellent classroom management skills, as we all enthusiasm and dedication. Developing and fostering the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude. Able to devise and develop ways to encourage a pupil further, and challenge and inspire pupils to help them deepen their knowledge and understanding.

KEY EXPERTISE

- Maintained monthly ,weekly and daily reports .
- Reconstructed accounting records from clients' checks and cash receipts.
- Data Entry - Word Processing and excel programs.
- Produced monthly reports in Word documents, as well as Excel spreadsheet reports.
- Organized forms, made photocopies, filed records, prepared correspondence and reports.
- File organization of client files, assisted with receptionist duties.
- Excellent classroom manager with ability to focus children mind on the task at hand.
- Careful lesson planner with skills to keep all records presentable and up to date.

SUMMARY OF QUALIFICATIONS

- **Problem Solving** - Assessed existing department procedures; identified and implemented improvements to strengthen the financial health of the business, Meeting parents and school governors.
- **Management by Mentoring**-Active motivator, supervisor and trainer, committed to the growth of individuals and the success of the company.
- **Independent Operations**-Served as sole area professional; maintained financial schedules and ensured quality reports analyses.
- **Computer Expertise**-Microsoft Office,Excel,Word,Internet explorer .

PROFESSIONAL EXPERIENCE

- Collected, processed and posted all monthly and miscellaneous contribution/payment.
- Evaluated and resolved account receivable discrepancies and billed clients/employers.
- Expertise in business administration, record keeping, planning, policies, procedures, researching, scheduling, and related responsibilities to ensure productive operations.
- Updated and maintained database to reflect contractual stipulations.
- Served as liaison with employers and members on contract and payment issues.
- Handled accounts receivable, accounts payable and cash receipts.
- Documented recordkeeping, making use of current computer systems.
- Prepared forms and manuals for bookkeeping personnel and directed their work activities.
- Prepared bank reconciliation and assisted with imports and billing.
- Prepared and maintained stock material receivable and outgoing.
- Preparing lesson plans in accordance with the curriculum
- Hold parents evening and update parents on their children's progress.
- Work with other educational professionals.
- Supervising activities and lunch time play sessions etc.

EMPLOYMENT HISTORY

- **Cashier - Al Adil Supermarket, Bahrain. (May 2017 to MAY 2019)**
- **Primary Section Teacher - Ragoli International School, Chiloda Gandhinagar, Gujarat, India (JAN 2016 to FEB 2017).**
- **Primary Section Teacher - Kameshwar International School, Sargasan, Gandhinagar, Gujarat, India (April 2012- Dec 2015)**
- **Primary Section Teacher - Delhi Public School, Kalol (April 2011 – 2012)
Sector-11 Gandhinagar, Gujarat, India 382011**
- **Admin Dep - Automation and Engineering Services (AES), G.I.D.C, Gandhinagar, Gujarat, India (July 2010 – De 2010)**
- **Accountant- Adani Super Market, Gandhinagar, Gujarat, India.**
- **Front office – SOTC ,Ahmedabad, Gujarat India.**

EDUCATION

B.Com: Shridhar University, Rajasthan (2013) **Grade: D**
Business Administration - National Institute Of Management - Grade A (2008)

PROFESSIONAL COURSES

- Completed Diploma in Aviation & Hospitality from Air Hostess Academy (AHA) at Ahmedabad
- Completed IT Training

Personal Profile:

Date of birth : 15th May 1984
Nationality : Indian
Languages known : English,Hindi,Gujarati
Personality : Maturity with Good sense of humor

References:

- Available upon request.