



AQSA KHANAM

FATHER NAME: RIYAZUDDIN
D.O.B : 15 DEC, 1997
HOBBIES : READING & SINGING.
STATUS : SINGLE
LANGUAGES : HINDI, ENGLISH, URDU.

Contact

12A/90 Street no. 13 Vijay
Mohalla Moujpur, Delhi-110053.

9582433722

Chahatelahi@gmail.com

Skills

- Ms. Word
- Ms. Excel
- Ms. Power point
- Multitasking
- Time management
- Flexible worker
- Positive attitude
- Relationship building and management
- Good Communication
- Team Work

About Me

To work in an environment where my personality can be improved and I can give them full satisfaction through my knowledge.

Education

10th From CBSE Board. (2013)

12th From CBSE Board. (2015)

B.A (H). From Shyamlal College

University of Delhi. (2018)

M.A (History) From DU. (2023)

Work Experience

2022-2024 Experience as Project Manager in Crazi studio (Crazibrain solution PVT LTD).

Work Efficiency

- Identified future capacity and capability needs for successful project planning.
- Reported project status and financial updates to stakeholders and collected feedback.
- Reviewed performance against targets, appropriately identifying and managing risks and opportunities.
- Delivered presentations and briefings to senior teams and incorporated changes into project workflows. Built collaborative working relationships with project teams.
- Managed client expectations with professional, considered approach to projects.
- Controlled expenditures by regulating change requests and project activities to decrease overruns and delays.

One Year Experience as Receptionist Manager in Sun Academy
Work Efficiency

Kept reception clean and presentable by instructing staff to clean floors, organize seating areas, arrange flowers and dust. Maintained up to date knowledge of Courses to provide relevant and extensive information to guests when required. Conducted meetings. staff performance reviews to communicate feedback and advance staff development.. Managed company's diary by arranging bookings, assessing availability, taking bookings and sorting cancellations. Issued invoices, past due notices and default notices to Students monthly for accurate accounting. Kept reception area organized and presentable by regularly cleaning and organizing. Managed all incoming and outgoing mail and deliveries, directing items to correct staff members promptly.