



# SHALAL.CH

SCHOOL REGISTRAR / ADMINISTRATIVE  
OFFICER



Doha, Qatar



+974-30042345



shalal.ch123@gmail.com

## ABOUT ME

- Experienced School Registrar with over 5 years of expertise in managing student records, enrollment processes, and data integrity. Known for strong technical skills, problem-solving abilities, and exceptional time management, ensuring smooth operations and adherence to regulatory standards. Proficient in handling large volumes of data with accuracy and confidentiality, while streamlining processes to improve efficiency. Dedicated to supporting students, staff, and administrators with a keen focus on service quality and organizational effectiveness.

## SKILLS

Microsoft Word, Powerpoint, Excel

Social Media Marketing

Computer Operating

Time Management

Problem-Solving

Technical Skills

## WORK EXPERIENCE

### SCHOOL REGISTRAR / ADMINISTRATIVE OFFICER | APR 2019 - PRESENT

#### LOYOLA INTERNATIONAL INDIAN SCHOOL - QATAR, DOHA

- Manage admissions and Enrollment
- Student Records Management
- Coordinating with MOE and Registering students in Ministry of Education.
- Keep up to date with Ministry of Education guidelines in Qatar.
- Maintain and troubleshoot school Management Software (MCB)
- Maintain and update student data in the school's database system(MCB)
- Ensuring proper school-record - maintenance of school assets, etc. CBSE Portal Management
- Manage the enrollment process for students on the CBSE portal. CBSE OASIS Portal Updates
- Regularly update the CBSE OASIS portal with essential school information, including student and faculty details, school infrastructure, and compliance documents.

### SALES PROMOTER | OCT 2018 - APR 2019

#### NOVUS INTERNATIONAL TRADING- QATAR, DOHA

- Responsible for attracting new customers and helping the company reach revenue targets.
- Product presentations, approaching potential customers, answering to questions, and understanding customer needs and worries.

### SALES EXECUTIVE | FEB 2017 - FEB 2018

#### HYUNDAI- INDIA, KERALA

- Responsible for meeting potential customers so as to win new business/clients, maintaining good relationships with existing customers and gaining repeat business wherever possible.

### SALES EXECUTIVE | JAN 2014 - SEP 2016

#### TATA MOTORS-INDIA, KERALA

- Responsible for meeting potential customers so as to win new business/clients, maintaining good relationships with existing customers and gaining repeat business wherever possible.

### STOCKER | JUN 2012 - SEP 2013

#### CARREFOUR HYPER MARKET- SAUDI ARABIA, SAUDI ARABIA

- Responsible for receiving merchandise, unloading, or unpacking it, marking it with codes to be identified, stocking shelves, helping customers place orders, and work with sales people on inventory and orders.

### SALES EXECUTIVE | AUG 2010 - APR 2011

## LANGUAGES

English

Malayalam

Hindi

Tamil

TATA MOTORS -INDIA, KERALA

- Responsible for meeting potential customers so as to win new business/clients, maintaining good relationships with existing customers and gaining repeat business wherever possible.

SALES EXECUTIVE | SEP 2007 - AUG 2010

MARUTI SUZUKI -INDIA, KERALA

- Responsible for meeting potential customers so as to win new business/clients, maintaining good relationships with existing customers and gaining repeat business wherever possible.

## PERSONAL DETAILS

Date of birth  
12 May 1988

Nationality  
Indian

Visa status  
Work Visa

Marital status  
Single

BBA IN MANAGEMENT | 2021

SINGHANIYA UNIVERSITY, RAJASTHAN

Bachelor of Business Administration in Management (Online Regular Course)

ASSOCIATE OF APPLIED SCIENCE | 2007

NEHRU COLLEGE OF AERONAUTICS AND APPLIED SCIENCE, TAMILNADU

- Diploma in Automotive Engineering

HSE | 2005

GHSS, KERALA

Higher Secondary -Science

## HOBBIES

## DRIVING LICENSE

DRIVING LICENSE  
CATEGORY  
Manual Light car

Driving