



SHALAL.CH

SCHOOL REGISTRAR / ADMINISTRATIVE OFFICER

 Doha, Qatar

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 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

TIME MANAGEMENT

PROBLEM-SOLVING

TECHNICAL SKILLS

LANGUAGES

ENGLISH

MALAYALAM

HINDI

TAMIL

WORK EXPERIENCE

LOYOLA INTERNATIONAL INDIAN SCHOOL - QATAR

Doha
Apr 2019 - Present

School Registrar / Administrative Officer

- 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.

NOVUS INTERNATIONAL TRADING- QATAR

Doha
Oct 2018 - Apr 2019

Sales Promoter

- 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.

HYUNDAI- INDIA

Kerala
Feb 2017 - Feb 2018

Sales Executive

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

TATA MOTORS- INDIA

Kerala
Jan 2014 - Sep 2016

Sales Executive

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

CARREFOUR HYPER MARKET- SAUDI ARABIA

Saudi Arabia
Jun 2012 - Sep 2013

Stocker

- Managed daily warehouse operations, ensuring accurate inventory tracking and timely order fulfillment.
Coordinated inbound and outbound shipments, overseeing supplier relations, freight carriers, and customer interactions.
Optimized storage solutions and collaborated with sales teams to streamline order processing and inventory management.

PERSONAL DETAILS

Date of birth
12 May 1988

Nationality
Indian

Visa status
Work Visa

Marital status
Single

DRIVING LICENSE

Driving license category
Manual Light car

TATA MOTORS - INDIA
Kerala
Aug 2010 - Apr 2011

Sales Executive

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

MARUTI SUZUKI - INDIA
Kerala
Sep 2007 - Aug 2010

Sales Executive

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

EDUCATION

SINGHANIYA UNIVERSITY
Rajasthan
2021

BBA in Management

Bachelor of Business Administration in Management (Online Regular Course)

NEHRU COLLEGE OF AERONAUTICS AND APPLIED SCIENCE
Tamilnadu
2007

Associate of Applied Science

- Diploma in Automotive Engineering

GHSS
Kerala
2005

HSE

Higher Secondary -Science

HOBBIES

DRIVING