**KAJAL SIMON**

**58 DHIRPUR**

**NIRANKARI COLONY**

**DELHI 110009**

**MOB: 9312074256, 9312123589**

[**kajal\_simon@yahoo.co.in**](mailto:kajal_simon@yahoo.co.in)

**Objective**

To obtain a position that will allow me to utilize my knowledge and experience for the betterment of the company.

**Skills**

• Exceptional written and oral communication abilities.  
• Proven leadership and managerial skills.  
• Goal oriented.  
• Proficient with MS-Office ,Internet and other related softwares.  
  
**Experience**  
  
  
**Administrator, YOUTH WITH A MISSION(NGO),DELHI**  
Managed all aspects of the office. Prepared extensive correspondence and written communication, participated in and coordinated a wide range of projects involving writing and editing analyses. Additionally, was responsible for maintaining an extensive computer network, staff databases, organizing incoming and outgoing mail and calls, managing the office filing system as well as performing light general accounting duties.

**ESL Teacher, YOUTH WITH A MISSION ,DELHI**

Taught ENGLISH to a diverse group of students (specially Korean). Implemented creative curriculam utilizing outcome-based education. Tutored students seeking additional guidance with course work and assessed student performance throughout the term.

**Sales Executive, CROSSROADS CAR HELPLINE AND SERVICES, DELHI**

Generated leads by cold calling, profiling clients, and effectively presenting marketing, advertising the products. Networked extensively with clients to build successful business to business relationships.

**Education**  
  
B.A., English (Hons),   
University of Delhi

Basic Programming In Computers

Goyal Academy, Delhi

E-Accp

Aptech Computer Education, Delhi

Certificate course in web designing

Rapid Career Academy,Delhi

**Personal Information**

Father’s Name : Mr. Thomas Simon

Date Of Birth : 23rd Feb. 1982

Languages Known : Hindi, English

Nationality : Indian

(Kajal Simon) Date: \_\_\_\_\_\_\_\_\_\_