

RISHWANA PARVEEN

Chennai, India • +91 9629469792 • nainarrishwana.m@gmail.com
<https://www.linkedin.com/in/rishwana-nainar-604642330/>

SUMMARY

Experienced leader with strong background in guiding teams, managing complex projects, and achieving strategic objectives. Excels in developing efficient processes, ensuring high standards, and aligning efforts with organizational goals. Known for collaborative approach and commitment to excellence. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

WORK EXPERIENCE

Netcom Computers Pvt Ltd – Centre Head & Area Manager

June 2024 – Till date

- Led and coordinated workshops in schools and colleges, focusing on cutting-edge AI and VR technologies to enhance students' learning experiences.
- Collaborated closely with school principals, educators, and key decision-makers to align on project goals, ensure effective curriculum integration, and monitor progress.
- Demonstrated strong organizational and time management skills while managing multiple projects.
- Developed and maintained courteous and effective working relationships.
- Excellent communication skills, both verbal and written.
- Resolved problems, improved operations and provided exceptional service.
- Managed day-to-day operations of the center, overseeing all activities to ensure seamless execution.
- Acted as the principal point of contact for vendors, managing communication and ensuring timely deliveries. Excellent communication skills, both verbal and written. And working efficiently and productively with all team members. Managed time efficiently in order to complete all tasks within deadlines. Led and coordinated workshops in schools and colleges, focusing on cutting-edge AI and VR technologies to enhance students' learning experiences.

Orchids International School - Manager Admin Cum HR

Apr 2021 - May 24

- Hiring staff, Scheduling the work in HR Activity, MIS Data, Talent management & Conflict resolutions & Compensation and benefits, training and development, compliance, and workplace safety Manage all controllable of Payroll, Parents Concern & Email, Data Managing & Accdas reports etc.
- Cross-trained existing employees to maximize team agility and performance.
- Launched quality assurance practices for each phase of development
- Improved staffing during busy periods by creating employee schedules and monitoring callouts.
- Maintained positive customer relations by addressing problems head-on and implementing successful corrective actions.

Unity Public School - Secondary Teacher

May 2018 - Apr 2021

Teaching Grade 6 to Grade 8, Handling SRO Activities, Work as ALT teacher, Event organized during annual day and sports day etc.

Offcentered (NATA) - Senior Admin

Dec 2016 - Apr 2017

Manager Operational Excellence, Organizational Effectiveness, MIS & Reporting, Mailing, Conducting Workshop, Front Office Desk, Emailing, Batch Scheduling, Customer Support

Hindustan Institute of Maritime Training - Admin Executive

July 2015 - Feb 2016

Manager Operation, Operational Excellence, Organizational Effectiveness, MIS & Reporting, Mailing, Conducting Workshop, Front Office Desk, Emailing, Batch Scheduling, Customer Support

Jun 2010 - Oct 2012

Hindustan Institute of Maritime Training - Academic Course Co-Ordinator

Manager Operation, Operational Excellence, Organizational Effectiveness, MIS & Reporting, Mailing, Conducting Workshop, Front Office Desk, Emailing, Batch Scheduling, Customer Support

Arena Animation - HR Course Co-Ordination

Mar 2006 - Dec 2009

Manager Operation, Quality Head, Operational Excellence, Organizational Effectiveness, MIS & Reporting, Batch Scheduling, Conducting Workshop, Online Exam, Delivering Certificates

RTLX Groups - HR Executive - Consultancy s Education Domain

July 2003 - Mar 2006

Manpower Planning, Recruitment, Staffing, Induction to new joiners, Training

EDUCATION

B.Ed Jan 2022 - Dec 2023

KMR College of Education, Tirupati, India

- Specialization in Sociology

Master of Business Administration Jan 2005 - Dec 2007

Madurai Kamaraj University

- Relevant coursework in Human Resources Management

Bachelor of Arts Jan 2002 - Dec 2004

Madurai Kamaraj University

- Relevant coursework in Sociology

ADDITIONAL INFORMATION

- **Soft Skills:** Team Management, Time Management, Team Management, Stakeholder, Query Management, Problem Solving, Leadership Skill.
- **Technical Skill:** MS-Office, ZOHO Inventory, Eduvate ERP software, MIS data.
- **Languages:** English, Tamil
- **Certifications:** Diploma in Computer Application, MS-Office, Word Craft, Career Craft and voice and Accent, Computerized Financial Accounting
- **Awards/Activities:** Pan India star of Admin award, Best employer award, Operational Excellence award