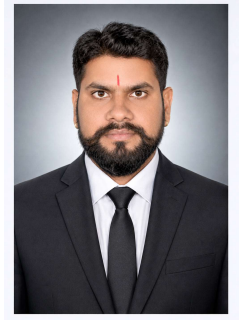


KAMLESH PALIWAL

COLLEGE / SCHOOL ADMINISTRATION • ACCOUNTS •
OFFICE OPERATIONS

Indore, Madhya Pradesh | +91 91791 41505 |
paliwal.kamlesh@gmail.com



PROFESSIONAL PROFILE

Responsible and adaptable education-office professional with experience across school administration, accounts, cashiering, sales and purchase, personnel documentation, reception, correspondence and general office operations. Also experienced in customer support, team leadership and computer-based office work.

CORE SKILLS

- School / College Office Administration
- Accounts & Cashier Operations
- Sales & Purchase Coordination
- T.C. / Mark Sheet & Student Records
- Reception & Dak / Correspondence Work
- MS Office & Internet Operations
- Tally 7.2 / 9.2 / ERP 9
- HTML, JavaScript & Web Designing
- Teamwork & Problem Solving
- Quick Learning & Presentation Skills

PROFESSIONAL EXPERIENCE

Accountant | Chameli Devi Public School (Agarwal Group)

Since three years (as stated in the source resume)

- Responsible for accounting and routine school-office activities.
- Worked with office documentation and day-to-day administrative coordination.

Office Assistant | Agarwal Public School (Agarwal Group)

2 years

- Handled school-office operations including cashier work, sales & purchase, personnel documentation, accounts, auditor coordination, reception and Dak department.
- Managed T.C., mark sheets and other student-related documentation.
- Also handled construction supervision-related work.

Group Leader / CCE | Surevin BPO Pvt. Ltd.

6 months as CCE + 2 years as Group Leader

- Worked in customer care operations and later took team/group leadership responsibilities.

EDUCATION & QUALIFICATIONS

Qualification	Year	University / Institute	Result
MBA – School Management	2014–2016	IMT Business School	A Grade
B.Com. – Computer	2011–2012	Barkatullah University	76.00%
ADWDD	2011–2012	NICE	73.00%
DC A/c E	2011–2012	NICE	72.00%
D.C.A. – Computer Application	2007–2008	Bhoj Open University	60.00%
Higher Secondary – Commerce	2008	M.P. Board, Bhopal	79.10%
High School	2006	M.P. Board, Bhopal	69.50%

COMPUTER PROFICIENCY

- MS Office and general computer operations
- Tally 7.2, Tally 9.2 and Tally ERP 9

- Hardware / device installation and basic computer support
- HTML, JavaScript, web designing and web development
- Internet, email, messaging, backup and other computer-based office work

ACHIEVEMENT

- Won 1st Prize in Sales Call.

ADDITIONAL INFORMATION

Date of Birth: 03 December 1990

Languages: English, Hindi & Rajasthani

Hobbies: Learning New Technology, Playing Chess & Traveling

Place: Indore, Madhya Pradesh