

KATYAYANI SINGH

SUMMARY

Trustworthy school administrator with 1.5 years of practical experience and dedicated work ethic. Self-motivated to consistently provide first class result in line with stringent targets and deadlines. Detail- orientated adept at making critical decisions and conducting team reviews, dedicated to company growth and improvements.

EXPERIENCE

Administrator, 01/2021-current

SRI K.P.S PUBLIC SCHOOL- BAHRAICH

Aided senior leadership during executive decision making process using extensive knowledge of administration policies and procedures.

EDUCATION

1. Bachelor of Arts – Psychology 2023(Distance learning)
SINGHANIA UNIVERSITY, Rajasthan.
2. Professional certification course in Global business 2020.
N.I DALMIA INSITUTE OF MANGAMENT STUDIES, MUMBAI
3. Bachelors in Mechanical Engineering 2015-19
SIR M VISVESVARAYA INSTITUTE OF TECHNOLOGY, BANGALORE
4. Higher secondary certification- Science 2015
SETH M.R JAIPURIA SCHOOL, LUCKNOW.

INTERNSHIP

- Tata Motors- 1st July to 1st August as Product Management Trainee

CERTIFICATIONS

- Introduction to Psychology authorized by Yale University offered by coursera

LANGUAGES

- Hindi – First language
 - English- Proficient
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CONTACT

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226016.**

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SKILLS

- Marketing
- Team building
- Problem solving
- Strategic planning
- Adminstrative management
- Leadership
- Communication skills