



SANJOG BANGA

PROFILE

To work for a well –reputed organization, to learn different techniques, strategies and give my best to it. To make a way where I can apply my acquired skills and contribute to the growth of the organization, and grow parallel with it.

CONTACT

PHONE:

+971 568647865

EMAIL:

Sanjogbanga1990@gmail.com

ADDRESS:

Electra St. Sadaf Building, Abu Dhabi, (United Arab Emirates)

VISA STATUS : Family Visa

WORK EXPERIENCE

**ASSISTANT MANAGER CUM HR ASSISTANT, APNA HOTEL
IGATPURI (2022-2023)**

Interviewed, selected and supported associates, ensuring they performed in accordance with the established hotel standard and values, resolved customer complaints and anticipated potential problems by reviewing and monitoring operational issues, business flow and associate performance.

Quality Control Manager, The MSP (The Knowledge Academy) (2020- 2022)

Conducted & monitored APMG portal exam (registered as an invigilator as part of The Knowledge Academy) & BCS (portal & e-learning) exams of delegates & sorted out queries that were raised by delegates. Improve company's rating on Trustpilot platform as well as on google. Conducted trainer call as part of Trainer Selection Panel & interviewed trainer on basis of their capabilities related to training and rated them for their performance. Managed team work & checked with them whether they are able to understand assigned tasks properly & guided them in proper manner by making them do things

HOBBIES

Travelling

Cooking food

Surfing the internet

Watching movies

SKILLS

- Strong interpersonal & communication skills
- MS Office
- Ability to work collaboratively as part of a team
- Problem Solving
- Leadership

PERSONAL DETAILS

DOB – 18/09/1990

Gender – Female

Religion – Sikh

Nationality – Indian

Languages – English, Hindi, Marathi & Punjabi

Marital Status - Married

practically as well as maintained their attendance record & approved their leaves based on situation and use to report regarding it to HR.

Teacher, Alpine Public High School (2014 – 2017), St. Soldier Divine Public School (2013 -2014)

Educating students based on ministry of education curriculum guidelines. Administering homework and assignments to gauge and enhance the students' levels of understanding. Preparing, administering, supervising and grading examinations, quizzes and other assignments. Create and distribute progress reports to both students and parents. Conduct parent –teacher conferences to discuss student progress.

EDUCATION

MBA in Human Resources & Marketing – Pyramid College of Business & Technology, Phagwara, 2017-2019, IKG – PTU
8.45 CGPA

B. Ed – Rayat Bahra College of Education, Bohan, April 2013, PU Chandigarh, 76%

B. Com – GKSM Govt. College, Tanda Urmur, 2011, PU Chandigarh, 61.83%