**RESUME**

**NAME**: Ms. Cheryl. A. Dias

**ADDRESS**: A/13, Rosy Mary Apartments,

 Behind St.Joseph’s Church

Vikhroli (W)

 Mumbai – 400079

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**E-MAIL ID:** ds\_cheryl@yahoo.com

**DATE OF BIRTH:** June 13th, 1990

**EDUCATIONAL QUALIFICATIONS:**

Successfully completed M.A(Education) in 2016 with 65.49% from IGNOU

Successfully completed B.A(Psychology) in 2011with 70.16% from St. Xavier’s College Mumbai.

Successfully completed H.S.C (Arts ) in 2008 with 76.67% from St. Xavier’s College Mumbai.

Successfully completed S.S.C(Maharashtra Board) in 2006 with 78.66% from St. Joseph’s High School Vikhroli, Mumbai.

**ADDITIONAL Qualifications:**

Passed the MSC IT exams in April 2012 with 95% marks.

**WORK EXPERIENCE:**

Worked with Model Co-operative Bank Ltd for 9 months as a trainee-officer for the period 04.06.2012 – 06.03.2013 where I handled cash and clearing departments.

Worked with J.B.C.N International school, Parel from 6th January 2014 to 6th October 2014 as a front desk executive where I handled parental queries both telephonically as well as via e-mail, co-ordinated with parents and school representatives to schedule informative sessions and interviews with parents and children, guided the parents seeking admissions with the various aspects of the school and followed up with parents once their wards had sought admission. I also assisted in the organization of events at the school, prepared school notice boards, scheduled demo sessions for aspiring teachers and counseling sessions for students with behavioral problems. In addition, I also maintained data of students and prepared attendance registers for the staff

Currently working with The Bombay Chamber of Commerce and Industry since Nov 2015 in the Legal Department.Undertaking tasks such as co-ordinating with clients, service-billing and follow-up,data entry of legal research, maintaining a data base of cases and preparing power point presentations for seminars organised by the Chamber.

**HOBBIES AND INTERESTS:**

Writing, readingand organizing skits and events.

I have contributed articles to my Church Bulletin and a couple of Catholic magazines like ‘The Examiner’ and ‘Vision and Venture’.

I have been teaching at the Sunday School for the last 8 years wherein besides conducting the regular classes I have scripted, directed and staged skits for Christmas and other events like Parents’ Day, Childrens’ day, tele-games etc.

Besides the above, I have also compered events.

**ACHIEVEMENTS:**

Acquired certificates for elocutions and debates at school level and participated in creative writing at college level. Presented a paper on **‘parent and child relationships**’ at a Psychology seminar and organized and compered events at the church level.

Conducted a lecture on leadership for M.S.C students at NirmalaNiketan College.

As a part of my foundation course at the S.Y.B.A level I had rendered 60 hours of service to a school wherein I taught communication skills to the primary students.

**STRENGTHS:**

Honesty, creativity, dedication, commitment and desire to learn and grow.

**CHERYL DIAS**