

NIDA PERACHA

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Education:

2015-2016 Skillston

Culinary Arts, Hospitality and Management

2009-2012 University of Hertfordshire

BSc in Psychology

Core Competencies :

- Interpersonal skills
- Adaptable to new environment
- Coaching and Mentoring
- Dispute Resolution
- Punctual
- Data entry
- Good Listener
- Strong Willed
- Creative and Logical
- Researcher
- Strong Persuasion Skills
- Time Management
- Verbal and written communication
- Highly organized
- Motivational (great at inspiring others)
- Multitasking
- Delegating
- Detail oriented
- Non Presumptuous
- Intuitive

Work Experience:

2015 – 2018 Operations Manager

- Telemarketing and sales – Follow up on leads generated by street marketer, book appointments accordingly.
- Resource Manager (Research, development and accumulator of workbooks, worksheets, activity papers, test papers and examination for Grade 1 to 10.)

- Administration and communications – Communicating and handling enrollments, managing existing parents and potential parents, marketers and tutors.
- Human resources – Interview and handle potential marketers, tutors and recruiters.
- Virtual Assistant – Responsible for managing and care of clients and employees, booking appointments, scheduling meetings, conducting research, handling logistics, booking travel, managing calendars, emails and phone

Career Break:

2018 - 2022 Homemaker

- Managed a house of 12 family members.
- Household manager (cook, clean and manage household staff and maintenance.
- Research (child development and nutrition)
- Homeschooling a preschool child

Technical Skills:

- Microsoft Excel
- Microsoft Word
- Microsoft Powerpoint
- Adobe Suite

Languages:

- English
- Urdu
- Hindi

Extra-Curricular activities :

- Professional Cooking
- Horse riding
- Fitness and nutrition coach
- Herbalist

