

# Kalai Vani

Coimbatore, Tamil Nadu 641026  
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Ability to multitask and experience of dealing with a demanding role and high-level workload  
Ability to prioritise work and manage time effectively and be proactive  
Excellent Organisational skills  
Communication skills – the ability to communicate well at all levels  
Demonstrate a professional manner at all times and possess the ability to remain calm under pressure  
Self-motivated  
Ability to maintain a high level of discretion

## Personal Details

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**Employment Eligibility:** Australia, Canada

## Work Experience

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### Student Counsellor

Giles Brooker Academy - Coimbatore, Tamil Nadu  
September 2022 to March 2023

. Evaluation of profile: The primary role of an overseas education consultant is to first understand a student's profile, their area of study, interests, future goals, etc., and then provide them with program possibilities that best match their profile.

1. Selecting the university: Often, choosing the right university can be a daunting task as there are a plethora of universities offering even higher number of courses. Here an education expert helps students find and apply to the academic institutes offering the course of student's interests.

1. Admission Processing: The study abroad consultant help students fill out their admission forms correctly and prepare financial documents.

1. Documents: The process of applying to a university abroad is a cumbersome task as it involves the submission of documents like marksheets, transcripts, SOP, LOR, loan papers, etc. Hiring an education consultant helps students keep a record of these documents and ensures that all documents are submitted on time.

1. Financial Aid Options: Study abroad counselors also guide students about scholarships, application fee waivers, education loans, and other types of financial assistance to help them apply to study abroad without worrying about a lack of funds.

1. Statement of Purpose Preparation: Education consultants help students prepare an honest and appealing SOP, an essay written to the university officials to help them better understand the student profile.
2. Connecting with international people and team regarding business.

### **Personal Assistant to Managing Director**

Giles Brooker Academy - Coimbatore, Tamil Nadu

September 2022 to March 2023

#### **Main Tasks:**

Diary management – outlook experience essential

Booking meetings/appointments

Business travel – booking flights, hotels, car hire, valet parking etc

Organising visas

Arranging visa invitation letters to overseas visitors

Maintaining MD's travel log

Maintaining MD's planner

Reconciling monthly expenses

Check report produced by receptionist for staff sickness/holiday is correct-daily update of sickness absence report

Fielding calls for MD & taking messages

HR Administration – contracts/offer letters, relevant paperwork, maintaining personnel files. Liaise with outsourced HR dept. on any disciplinary occurrences.

Pension & death in service administration – liaison with pension administrators

Maintaining staff car park records

Taking minutes at various management meetings & typing up minutes

Organising interviews/ liaising with recruitment agencies

Organising squash box matches

Purchasing various items for MD as and when required

Paying personal bills for MD

Organising medical/dental appointments

Organising MD's personal/family cars – insurance, connecting with international team.

### **Executive Assistant to Managing Director**

Payana Overseas immigration - Erode, Tamil Nadu

February 2022 to September 2022

The duties of an executive assistant are similar to that of a secretary or administrative assistant but typically come with a greater level of responsibility. The main responsibility is supporting one or more executives or management officers in your organization. Duties may include, but are not limited to, answering phones, managing calendars, preparing reports, writing correspondence, filing documents and handling bookkeeping tasks.presentation work using power point, Requirement.

### **Personal Assistant**

School - Erode, Tamil Nadu

comfortable undertaking a variety of activities in the office, including regular office communication and letter drafting, answering calls, greet and assist visitors, organizing documents, basic bookkeeping and many more.

## **Montessori Teacher**

RD International - Erode, Tamil Nadu

The Montessori teacher's responsibilities include creating lesson plans and curricula focused on developing social, physical, intellectual, and emotional skills, assessing children's individual needs, and communicating with parents as required.

## Education

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### **Bachelor's degree in English**

Alagappa University - Erode, Tamil Nadu

Present

### **10th Pass**

## Skills

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- Communication skills
- Customer service
- Computer skills
- Digital design
- Social media management
- English
- Typing
- Microsoft Excel
- Requirements (Less than 1 year)
- International voice process (1 year)
- Team management (Less than 1 year)