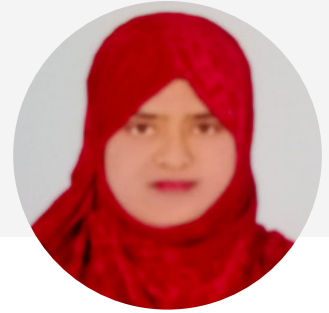


SAMREEN KOUSER

ADMIN EXECUTIVE



+91 9032307122

samreenkouser1990@gmail.com

Madhapur, Hyderabad, Telangana
500081

PROFILE

An Executive Administrative Assistant is a professional who provides a high level of support for executives in the workplace, including taking calls and scheduling meetings. They may also work in an overseeing capacity for lower-ranked staff members of their department or company-wide operations

SKILLS

- Problem-Solving
- Adaptable to learning environment
- Dedication towards work
- Attentive listener
- Effective oral communication
- Efficient at Time Management
- Good team player

EXPERIENCE

STUDENT COUNSELOR - ADMIN

Elearn Infotech - Madhapur

July 2021 to till date

- Providing one-on-one career guidance and skills assessment to assist with career development.
- Helping students to prepare for admissions applications and tests.
- Providing students with materials related to a career of their choice or career counseling to suit their skills.
- Developing, monitoring, and assisting with counseling programs.
- Offering referrals to outside resources, such as for mental health, substance abuse, or vocational-related activities.
- Reporting student issues to the appropriate state authorities if neglect or abuse is suspected.
- Cooperate with parents and teachers as well as other interested parties
- Acting as the administrative point of contact between the executives and internal/external clients
- Undertaking the tasks of receiving calls, take messages and routing correspondence
- Handling executives' requests and queries appropriately
- Maintain diary, arrange meetings and appointments and provide reminders
- Make travel arrangements

EDUCATION

INTERMEDIATE

Board of Intermediate Education

2007

B.SC

Masterji Degree and PG College

2010

MBA HR

Sahaja School of Business

2013

PERSONAL DATA

Date of Birth : 03-05-1990

Father Name: Md Jaffer Hussain

Sex: Female

Nationality: Indian/Muslim

Marital Status: Single - Unmarried

Languages: Hindi, English, Telugu

TECHNICAL SKILLS

- C ++
- MS Word
- MS Excel
- MS PPT

PROCESS CONSULTANT

Y-Axis Solutions Pvt Ltd

Jan 2021 to May 2021

- As a Process consultant I handle client personal documents on the immigration and assist them on all sources of medium.
- Rapport building a client and ensuring client satisfaction through prompt delivery documentation services.
- Research on the new immigration laws and process update on all types of visas to educate the team.
- Counseling and guiding the client with the documentation process (Short Term & Long Term)
- Assisting the client on daily queries/clarification/formats /process and update on their visa status.
- Guiding the client with the updates and Process till they get the visa success.
- Managing the team by mentoring, new hire training and handling escalations of the team

OPERATION EXECUTIVE - ADMIN

A Travels Pvt Ltd

June 2018 to March 2020

- As an operation executive, effective explaining of holiday packages to the customers.
- Explaining the holiday packages and attending inbound and outbound calls.
- Following the company metrics and lifecycle in a disciplined way.
- Maintain the accounts and manage the documents of the clients, resources and the payroll documentation.