

CURRICULUM- VITAE

RAJESH-HANSARI

H.No.200, Pt. Dindayal Nagar,

Makroniya, Sagar, M.P

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AIM: To work with full dedication for attainment of company objectives under a meaningful job content giving promising advancement opportunities.

SUMMARY OVERVIEW: I am an innovative, dependable, flexible, confident, determined person and a proficient of public speaking. I have a firm belief in my God and myself and can achieve success in every job I do.

EDUCATION:

STANDARD	YEAR OF PASSING	BOARD	STREAM	DIVISION
X	April-2002	M.P. board		SECOND
XII	April-2004	M.P. board Science		SECOND
B.Sc. 2007	Barkatullah University	Bhopal		SECOND
Computer Knowledge		Word, Excel, Internet		

SKILLS:

- Good communication skills in Hindi as well as in English
- Regular, diligent and committed to my work.
- Ready to learn new thing at a brisk pace.
- Good System knowledge about MS Office, Excel.
- LANGUAGES KNOWN: ⇨
 - English (Read, Write & Speak)
 - Hindi (Read, Write & Speak).

WORK EXPERIENCE:

(1)Currently working with UpGrad,South Asia largest & Biggest,Ed Platform for higher education.

(2)Alzato Overseas Education, Indore Head Office DOJ:-18-June-2022

Roles & Responsibility:-

Profile: - Study Abroad Counsellor , Jan 2022 to Nov 2022

Roles Responsibilities as Counsellor

☐ Advised / Counsellor students regarding various universities, courses, scholarships abroad in UK, Canada, Europe, Italy

For Indian students.

☐ Assisted with activities to promote overseas educational institutions represented by the company and provide the most

Suitable study options to students based on their profile, needs & goals.

☐ maintained the data of all registered students and their Visa status etc.

☐ Represented Overseas Universities.

☐ Helped students with applications and followed up with the universities for the admit offers.

☐ provided telephonic counselling to the leads of all sources & convinced them to walk in to the office for the detailed Counselling.

☐ Shortlisting of the Universities and Course Options, Documentations, SOPs, LORs assistance, Admission Applications, Visa process Guidance.

☐ Represented Company during education fairs / events.

☐ Conducted Webinars for students.

Roles Responsibilities as an Alliance Officer

☐ Volunteered and shoulder additional responsibility as an Alliance Officer.

☐ Represented Alzato overseas Education to the Overseas Universities.

☐ effectively communicated with the Overseas Universities' delegates, maintained excellent relationships with the Universities and successfully brought the Universities tie ups.

☐ pitching new universities for the Tie up.

☐ maintained the tie – up data following the process of the tie up as per the University requirements.

☐ Organized Overseas Universities' delegates visits, Team Trainings both offline and online.

(3) Worked With (IIFL) India Info Line Wealth Management Company as Sr. Businesses Analysts. 24 Month) Pune.

(4) Worked as a Sr. Business Analyst in Capital via at Indore 12 months 15- April 2018 to Dec to 2019,(Indore) Roles & Responsibility:- Capital Via Global Research Limited is an Investment

Advisory Company which basically provides recommendations for Stocks- Cash and F&O traded in NSE & BSE, commodities including bullions, metals and agro-commodities traded in MCX, NCDEX.

5) Worked as Operations Manager for “The Provider Solutions. (P) Ltd.” for 12 months from 15-October-2016- to 10-March-2017

Roles & Responsibility:-

Being an operations manager involves overseeing and having responsibility for all the activities in the organization, which contribute to the effective production of goods and services. Depending on the organizational structure, the exact nature of tasks that are classified under the operations function may differ from business to business. However, the following activities are usually applicable to all types of operations.

- Understanding strategic objectives: Operations managers must clearly understand the goals of the organization and develop a clear vision of exactly how operations will help achieve them. This also involves translating these goals into implications for the operation's performance, objectives, quality, speed, dependability, flexibility and cost.
- Developing an operations strategy: Due to the numerous decision-making involved with operations, it is critical that operations managers have a set of guidelines that are align with the organization's long term goals.
- Designing the operation's products, services and processes: Design involves determining the physical form, shape and composition of products, services and processes.
- Planning and controlling: This involves deciding what the operations resources should be doing and making sure that it is being done.
- Improving the performance of operation: Operations managers are expected to continually monitor and improve the overall performance of their operation..

6) Worked as a customer care executive (CCE) for international process The Ram raj Solutions. (It is a software company, (24 months.) 8- September - 2014 to 22 – November - 2016.

Roles & Responsibility:-

1. Taking outbound calls and up sells.

7) Worked as Senior Supervisor in Call Center (Tele performance) at Indore for (24 months) from 8 July 2012 to 15 August 2014.

Roles & Responsibility:-

- (1).Taking care of all Airtel Subscriber.

(2).Provides Right Resolution and instant Services.

(3) Handling 15 Members of Team.

8) Worked as a (D.S.A) Direct Sales Agency for City Finance Bank. For personal, loan (2010 to 2012), 24 months at Sagar.

9) Worked as a Sales executive in (D.S.A.), ICICI Bank for home loan process 12th months at Bhopal (2009 to 2010)

10) Worked as a sales executive Dhan laxmi micro finance company for business loan 12th months (2008 to 2009) .

DECLARATION

I hereby declare that the above – mentioned information is true and correct to the best of my knowledge and belief.

Date:-

Place:-

Rajesh Hansari