



Ganesh Baghel

European Operations Executive & Counselor

Driven European Application Operations Executive & Counselor specializing in Study Abroad Services



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Agra, India

SKILLS

Teamwork and Individual Contribution: Exceptional skill in collaborating within teams while also being self-driven and capable of independent contributions.

Adaptability: Quick to adapt to new environments, technologies, and challenges, ensuring flexibility in rapidly changing work scenarios.

Time Management: Strong time management skills, enabling efficient task prioritization and meeting deadlines consistently.

LANGUAGES

Hindi
Full Professional Proficiency

English
Professional Working Proficiency

IT SKILLS

MS Office Utilities:
Word, Excel &
PowerPoint

Basics knowledge of
Computer Networking

WORK EXPERIENCE

Senior Operations Executive & Counselor Meridean Overseas Education Consultants

08/2022 - Present

Jaipur, Rajasthan

Meridean overseas, study abroad consultants in India, specialized in processing Europe, Canada, USA, UK, and other countries.

Key Achievements and Responsibilities

- Successfully facilitated the enrollment of over 200 international students in European universities, contributing to the growth of the study abroad program.
- Developed and implemented streamlined application processes, reducing processing time by 30% and improving overall efficiency.
- Provided personalized counseling to students, resulting in a 20% increase in successful admissions and improved student satisfaction.
- Lead the European Application Operations team, overseeing the entire application process for study abroad students.
- Manage the end-to-end application process, including document verification, application submissions, and visa processing

CPA Coordinator

AGPO Management Services Pvt. Ltd. [IDFC FIRST BANK BACK OFFICE]

03/2021 - 06/2022

Agra, Uttar Pradesh

Achievements/Tasks

- **Financial Records Management:** Diligently maintained and organized both digital and physical financial records, ensuring accuracy and accessibility for auditing purposes.
- **MIS & Customer Interaction Tracking:** Effectively maintained, tracked, and recorded customer interactions and operational data to enhance customer engagement.
- **Daily Activity Reporting:** Consistently submitted detailed reports on daily activities, providing valuable insights to management for decision-making.
- **File System Management:** Managed and organized the file system, guaranteeing the efficient retrieval of essential documents and information.

CERTIFICATES

Agra Youth Model United Nations - Volunteer (2019)

Entrepreneurship Awareness Programme (EAP) - (2018)

TCS ION - Develop soft skills that industry demands (2022)

TCS ION - Learn corporate etiquette (2022)

TCS ION - Make impactful presentation (2022)

EDUCATION

Master of Business Administration - Diploma

Academy Europe Open University

2022 - 2023

Bachelor of Computer Application

Uttam Institute of Technology & Management Studies

2017 - 2020