

EKTA TRIVEDI

Dob: 27/09/1991

Add:503,Bhavani

Residency, VT Road,

Mahuva-364290

ekta.trivedi27@gmail.com

+91-9428855942

ACADEMIC PROFILE

PGDBA	Symbiosis Centre for Distance Learning,Ahmedabad	2017
BCA.	L..J College of Computer Application	2012
Class XII	Fatima Convent Higher Secondary School, Bhavnagar	2009
Class X	Saint Thomas High School, Mahuva	2007

WORK EXPERIENCE

3 years 9 months

Planet edu exams Pvt.Ltd

Interlocutor for OET Exam

June'18 onwards

Planet edu is one of the leading institutes providing International Secure Exam Services Globally. Some of their Global partners are Cambridge English, Australian Pharmacy Council, Cardiff Metropolitan University, IELTS Exam Service provider to IDP, Occupational English Test and many more.

- Providing Support for the Speaking Exam of Occupational English Test as an Interlocutor.

Concepts Eduserv Pvt. Ltd.

Centre Coordinator/Supervisor

January'15- October '17

Concepts Institute of Education is Authorized Centre by university of Cambridge, UK. It offers various English language Qualifications to Schools and Educational institutes across Gujarat.

- Coordinating with Schools and Institutes for the CELA Program.
- Conducting Parent orientation for the Cambridge Exams.
- Organizing trainings for the Teachers.
- Ensure the adherence to Cambridge English Centre Quality and Security measures.
- Scheduling Exams and registering Candidates.
- Providing client support.
- Recruitment of the operations staff and providing training.
- Training the Staff for Exam operations.
- Identifying eligible oral Examiners and Scheduling training for them.
- Explaining the test process and assist candidates on the test day.
- Record and report all problems or discrepancies in a timely manner that arise during the examination.
- Maintaining Records of the candidates and handling all the office operations.
- Dispatching the certificates to the candidates.

Educomp Solutions Limited

Smartclass Coordinator

January'13- December '13

Educomp Solutions Ltd. was providing smartclass services to schools through audio visual mode of education.

- Teacher training for the usage of Academic content and lesson planning
- Maintaining usage records of the teachers.
- Co-ordination between the school and the company.
- Establishing feedback management.
- Reporting the technical issues and taking follow up on the resolution of the same.
- Maintaining track records of the technical issues.

Skills & Languages

Centre management, Client Support, Coordinating, Recruitment & Training, Vendor Management.
English, Hindi & Gujarati