

Curriculum vitae

Kalpana Chavda

Ph.no: 8866698743

Email Id: kchavda1605@gmail.com

OBJECTIVE:

To work with an organization that will utilize my management, supervisory and administrative skills for mutual growth and success.

EXPERIENCE:

(7 Years)

1) Currently working as a Senior Counsellor at ICA Edu Skills Ahmedabad from Feb 2020.

Job Profile

- Attend Inquiry and convert them in admission.
- Taking Telephonic Inquiries, Online leads & Just dials, walk-in inquiries keep the records in ERP and follow back
- Reference activity in the existing batches.
- Coordinate with students and their parents for upgradation.
- Taken feedback form students.
- Answering students questions via phone calls and Email.
- Provide career Guidance, Inform Students of Policies.
- Provide all necessary teaching materials to the students.
- Responsible for maintaining the records of office inventory.
- Distributing the stationary as per requirement and keeping the record.

2) Jetking Infotrain Ltd. Company as Academic Counsellor since from Sep 2017 to Feb 2020.

Job profile

- Attend Inquiry and convert them in admission.
- Taking Telephonic Inquiries, walk-in inquiries keep the records in ERP and follow back
- Reference activity in the existing batches.
- Coordinate with students and their parents for upgradation.
- Answering students questions via phone calls and Email.
- Provide career Guidance, Inform Students of Policies.
- Monitor Student Performance
- Provide all necessary teaching materials to the students.
- Responsible for maintaining the records of office inventory.
- Distributing the stationary as per requirement and keeping the record.
- Create new Batches, manage regular Batches and scheduling exams of Students.
- Taking feedback of students and upload on social sites.
- Responsible for checking the cleanliness of office.

3) Working with Tops Technologies Pvt Ltd Company as Counsellor since from 2014 to Aug 2017.

Job profile

- Attend Inquiry and convert them in admission.
- Taking Telephonic Inquiries, walk-in inquiries keep the records in ERP and follow back.
- Create new batches, manage regular Batches and schedule exams of Students.
- Coordinating with the Students and Faculties.
- Distributing the stationary as per requirement and keeping the record.
- Checking the availability of stationary and other required things and ordering for them.
- Responsible for checking the office's assets are in good condition. Responsible for handling the petty cash and keeping the record of expenses in ERP and in Voucher

4) Working with Rohan Dyes Company as Receptionist from 2013 to 2014

Job profile

- Responsible for maintaining the records of office inventory.
- Distributing the stationary as per requirement and keeping the record.
- Checking the availability of stationary and other required things and ordering for them.
- Answer Telephones and direct calls efficiently or take accurate messages where appropriate

EDUCATIONAL QUALIFICATION:

- Higher secondary passed from Shree G.C. Girls High school in year 2001 with 60 %.
- High school passed from Shree G.C. Girls High school in year 2003 with 53 %.
- B.COM from BAOU University of Gujarat in Year 2021 with 65%.

SOFTWARE KNOWLEDGE :

- MS Office all editions
- Microsoft Outlook ,
- Chrome, Firefox & opera Browser

PERSONAL PROFILE:

Name : Kalpana Chavda
Date of Birth : 16-05-1983
Languages known : Gujarati, Hindi & English
Address : Baldevnagar, Opp Majurgam, Kankaria road, Ahmedabad- 380022

DECLARATION:

I hereby declare that all the particulars given above are true and correct to the best of my knowledge.

Date :

Yours truly,

Kalpana Chavda