

AARTI ANAND DESAI

Academic Coordinator

☎ : 7043891210

Date of Birth : 09/17/1981

✉ : aarti.desai10@gmail.com

Gender : Female

📍 : 61/ Goyal Park, opp. Goyal plaza, Bodakdev,
Ahmedabad, Gujarat.

Marital Status : Married

Nationality : India

Highly motivated leadership professional who adapts well to change and is focused on improving productivity, increasing efficiency, and enhancing the quality of teacher curricula and performance. Accomplished in organizing curricula, assisting with lessons, creating workshops and training seminars for teachers, and collaborating with other professionals to provide the highest level of education for each student.

Work Experience

January 2012 – December 2013 **Academic Administrative Supervisor**

Eurokids Pre School Vastrapur

Ahmedabad, Gujarat

- Supervise and monitor the safety of children.
- Supervise and organize mealtimes and snacks for children.
- Help children keep good hygiene.
- Organize activities or implement a curriculum that allows children to learn about the world and explore their interests.

December 2013 – June 2014 **Head Supervisor**

Eurokids Vastrapur Daycare Centre

Ahmedabad, Gujarat

- **to communicate organizational needs**, oversee employees' performance, provide guidance, support, identify development needs, and manage the reciprocal relationship between staff and the organization so that each is successful.

June 2014 – December 2015 **Administrator & Admission Counselor**

Careerpoint Ahmeabad

Ahmedabad, Gujrat

- support students one on one in their application process, selection of courses, and meeting application deadlines. also, help in promoting the recruitment events for the

center to potential students and their parents. providing information about financial aid, scholarships, programs, and majors. create networking systems to find promising potential applicants.

December 2015 **Front Desk Officer**

Till Date

Karnavati University UID

Ahmedabad, Gujarat

- Meeting and greeting clients.
 - Booking meetings.
 - Arranging couriers.
 - Keeping the reception area tidy.
 - Answering and forwarding phone calls.
 - Screening phone calls.
 - Sorting and distributing posts.
- Crosschecking with students Hostel leaves
approving form of workshop permission

June 2019 –
Till Date

Academic Coordinator

Karnavati University UID

Ahmedabad, Gujarat

- Coordinate various faculty searches and maintain a faculty search database.

Provide support and guidance to academic trainees.

Prepare and maintain student records according to district policies and administrative regulations.

Work with parents, teachers, and counselors to address student's behavioral, academic, and other problems.

Developing positive working relationships with and amongst colleagues

Being proactive in the support of colleagues in academic behavior-related

Supervising performance and progress of the Faculties.

Managing class schedules, Timetable & faculty workload

Good skills to handle ERP & LMS portal.

Documentation management.

Procurement management.

Analytical and problem-solving abilities.

Interpersonal and communication skills.

Team-management skills.

Finance and accounting skills.

Organizational skills.

Strong Microsoft Office skills.

Ability to sort out details.

Education

–
April 1999

Arts – Shree Swaminarayan High School
HSC

Ahmedabad,
Gujarat.

Skills

Time Management
Culturally Sensitive
MS Office Proficiency
Effective Listener
Responsible

★★★★★
★★★★★
★★★★☆
★★★★☆
★★★★☆
★★★★★

Communication Skills
Highly Organized
Quick Learner
Observant
Detail Oriented
Creative

★★★★★
★★★★☆
★★★★☆
★★★★★
★★★★☆
★★★★☆

Hobbies

Reading

Interested In Learn New Language

Referees

Available on Request