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Maitri R Nagar

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Career Objective:

- To obtain a challenging leadership position by applying creative problem solving ability
- To apply the acquired knowledge and skills in company's growth and success
- To learn management skills with a growing company to achieve optimum utilization of its resources and maximum profits

Work Experience:

Bittrack Consultants Pvt Ltd

Ahmedabad, Gujarat

Admission process executive - Canada

July 2019 - Present

- Assistance to agent regarding their queries , Modes of payment and communicating all necessary information required over phone or mails promptly and effectively
- Processing student application(At least 10 per day), Maintaining student records on various Visa options
- Regular update on universities and college portals , Attending Webinar's and meeting to evaluate new business model and adopt any changes if necessary
- Prepare reports(On request) Proposal and Presentation , Travel different job location (If required) , Assisting other department for application or maintaining records and achieve target during set for the year

Academic Qualifications

- **Under Graduation** : B.com(General) with aggregate of 70.72% from Guru Shree Shanti Vijay Jain College For Women, Vepery , Chennai
- **HSC [2016]**: with aggregate of 84% from Sri. Lodd Gopalkrishnadas Govindas Matriculation Higher Secondary School
- **SSC [2014]**: with aggregate of 78% from Sri. Lodd Gopalkrishnadas Govindas Matriculation Higher Secondary School

Strength :

- Hard Working
- Work Management
- Self - Motivation

Hobbies :

- Cooking
- Reading books , Travelling
- Assistance/Helping

Language Known :

English , Hindi , Tamil

Profile summary

I am highly motivated and organized person with a strong communication skills and interpersonal relation.

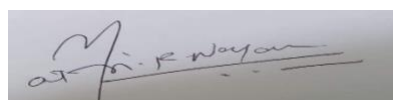
Reliable and dedicated with the ability to grasp and apply new procedures quickly

Have the ability to organize and prioritize tasks to meet the deadlines and adapt readily to new challenges.

Understanding of academic standards and knowledge of requirements for various academic and vocational pathways.

Declaration:

I hereby declare that the given information given by me is right as per my knowledge

A photograph of a handwritten signature in black ink on a light-colored surface. The signature is stylized and appears to read 'Maitri R Nagar'.

(Maitri R Nagar)

