

YESHA PATEL

A-502 utsav valley near Ugati Eligens sp ring road Nikol Phone-9998462567

Email -yeshapatel2782001@gmail.com

Looking for a career opportunity to scale new heights with self-motivation & Willingness to learn, positive attitude, leadership skill, good communication skill, confident & work with team atmosphere. I am hard working and always anxious for acquiring knowledge from the sources, which helps me to learning more in a small span of time.

EXPERIENCE

10- MARCH- 2023 TO TILL NOW

HR RECRUITER, MSPIRE VENTURES PRIVATE LIMITED

SOURCE POTENTIAL CANDIDATES FROM VARIOUS ONLINE CHANNELS

CRAFT RECRUITING EMAILS TO ATTRACT PASSIVE CANDIDATES.

SCREEN INCOMING RESUMES AND APPLICATION FORMS.

22-APRIL-2022 TO 15- FEBRUARY-2023

STUDENT SUPPORT & ADMISSION OFFICER, AAKASH EDUCATIONAL SERVICES LTD

Organizing and filing of recruitment documentation

Providing consultations with prospective students when requested

Referring prospective students to specific program directions and Resolve Their specific queries to parents and students

Convenience to do admission

And also do the scholarship exam to the students and give them concessions it will be beneficial in their fees .

Processing student registration and payment

And preparing DAR (daily absentee report)

And enroll student what we will give concessions also do the Erp .

Also maintain the sales force data and do follow up

Other duties as assigned

27-SEP-2021 TO 07-APRIL-2023

OPERATIONAL EXECUTIVE, NMIMS UNIVERSITY

I Have been working for NMIMS As a counsellor as well as operation executive handling operation work for academic students

Handling student counselling & student admission procedure and resolve Their queries

And also maintain the data base to the enrolled

EDUCATION

2016 & 2018

SSE & HSE, SHREEJI MADHYAMIK SHALA

In 2016 I completed my 10th with 60%

In 2018 I completed my 12th with 70%

2019 TO 2021 & 2022 NOW PURSUING MBA

BCOM,MBA(HRM), GUJARAT ARTS AND COMMERCE COLLEGE, SYMBOISIS

UNIVERSITY ONLINE LEARNING

I completed my graduation with 72.42%

Now I am pursuing my MBA IN HRM

SKILLS

- Interpersonal skill
- Motivational skill
- Curious to learn new things
- Work well & quick learner
- Team Oriented & Manage time well
- Admissions Officer Core Skills
- Attention to details
- Problem-solving
- Customer service

- Teamwork
- Decision-making
- Ability to work under pressure
- Deadlines
- Payment processing
- Independent work
- Erp