

Resume

Name : Mrs. Garima Bhanawat

Date of Birth : 21st July 1978

Husband's Name : Shri S.K. Bhanawat (I.S.S.)

Educational Qualification

Sr. No.	Class	School/ University	Medium
1.	M.A. (English Literature)	M.G. College, Udaipur (Sukhadia University)	English
2.	B.Com (with Computer Application)	" "	" "
3.	12 th	St. Mary's Convent Sr. Higher Sec. School, Udaipur (C.B.S.E.)	" "
4.	10 th	St. Mary's Convent Sr. Higher Sec. School, Udaipur (Rajasthan Board)	" "

Experience:

1. Currently working with ECA (Education Centre of Australia - Education Provider) as Sr. Admissions Officer since 6th July 2016.
2. Worked as **Centre Manager** at **Yuranus Education & Immigration** from 20th July 2015 to 24th August 2015.
3. Worked as **Centre Manager** at **Cambridge Education Group Pvt. Ltd.** from 1st July 2014 to 3rd April 2015.

Work Profile:

- Managing the Centre.
- Counselling students for overseas education.
- Giving them information for countries like Australia, Canada, U.K. and New Zealand.
- Guiding them to choose the right course and country.
- Guiding them for the Visa Process.
- Guiding them to collect documents for Visa File preparation.
- Coordinating with the universities for the admissions of the students.

- Preparing Visa File for Students.
- Preparing students for the interview with High Commission.
- Counselling for Visitor Visa and Dependent Visa.
- Preparing Visa File for Visitor and Dependents.

4. Worked as **Senior Visa Officer / Counselor at Veer Global Services from 1st February 2011 till 28th February 2014.**

Work Profile:

- Counselling students for overseas education.
- Giving them information for countries like Australia, Canada, U.K. and New Zealand.
- Guiding them to choose the right course and country.
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- Counselling for Visitor Visa and Dependent Visa.
- Preparing Visa File for Visitor and Dependents.

5. Worked as **Centre Coordinator cum Faculty (Spoken English) in NIFA** from June 2008 till April 2009.

Work profile:

- Used to take Spoken English classes.
- Managing the Centre.
- Counselling candidates for NIFA courses.
- Admissions of students.
- Scheduling of classes.
- Taking care of student satisfaction.
- Taking regular feedback from students.

6. Worked in **Star InfoTech College, Ajmer as Faculty (English)** from July 2007 till Feb 2008.

Work Profile:

- Used to teach English in 1st Year, 2nd Year and Final Year.

7. Experience of taking CAT/ RMAT classes for three Months at Success Academy, Ajmer.

Work Profile:

- Used to teach English to students preparing for CAT/RMAT.

8. Worked as **Faculty (Spoken English) cum Counselor in GEEBEE Education Pvt. Ltd,** Ahmedabad from April 2006 till July 2006.

Work Profile:

- Used to take Spoken English Classes.
- Counsel students for Spoken English an IELTS.
- Counsel students for U.K. and New Zealand.
- Preparing Visa Files.

9. Three years experience of taking English Tuition Classes of 9th to 12th Std .

Personal Skills : Excellent communication skills, Hardworking, Sincere & Goal oriented.
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