
CAREER SUMMARY

Examination Coordinator • Operations Executive • Marketing officer

- **Results-focused, quality-driven professional with extensive experience in Operations, counseling, and management demonstrating consistent achievement of objectives, strong multi-tasking and service skills, and dedication to organizational goals.**

AREAS OF EXPERTISE

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|------------------------------|--------------------------|-------------------------|
| ✓ MS Office | ✓ Flexible and Adaptable | ✓ Advance Excel |
| ✓ Self-Motivated | ✓ Leadership | ✓ Operations Management |
| ✓ Teambuilding | ✓ Multitasking Abilities | ✓ MIS Report |
| ✓ Dependable and Responsible | ✓ Data Management | |

PROFESSIONAL EXPERIENCE

Universal Business School -Assistant Manager

Date: Mar 2022–May 2022

- Maintaining all the MIS & dashboard for examination department.
- Tracking formative & summative assessment from faculty.
- Tracking hand in-hand out for transaction of question papers & answer sheets.
- Helping in students' feedback midterm & end term.
- Maintaining all the required documentation as per Examination Board norms
- Planning the overall examination execution (Seating plan, invigilation Duty, Exam Schedule, etc)
- Publishing all the results with the dashboards and result analysis (Batch, Cohort, Specialisation wise, etc)
- Virtual Examination (Zoom, CollPoll, etc)
- Uploading question papers on platform, assigning proctors, students management, schedule management on the online platform
- Assigning answer sheets to the respective module leaders.
- Solving and helping proctors and students to sort during sudden crises.
- Publishing a daily Tracker of submitted assignments by the students and evaluation by faculty.
- Creating and sharing the provisional mark sheets, grade sheets, Transfer Certificate, etc to the students as per request.
- Help students to understanding the whole exam process, evaluation criteria & marks weightage.

Allen Career Institute - IT&C Operations

Date: Jan 2017–Feb 2022

- Update and maintain accurate student data in student information system.
- Keeping track record of Mumbai Centre for all program conducted by the institute.
- Handling online portal for students exam conduction & lecture scheduling.
- MIS report course & batch of all centers updating weekly bases.
- Responsible for keeping track record of all students attendance on a portal.
- Maintain record of required equipment, Modules and supply inventories etc.

- Handling all vendor bill expenses & petty cash.
- Handling over all the infra of the building & maintenance part as per the requirement.
- Counseling Student as per their required course & making enrollment of it.
- Daily classroom management, monitoring student behavior and individual student progress.

IBS Business School –Marketing officer

Date: Aug 2015–Dec 2016

- Counseling to the student for their MBA program
- Keeping an appointment to solve their queries and making their registration
- Doing event in colleges and classroom presentation
- Provide students with information about the college ranking campus placement
- Updating to student with any kind of session is happening so that the student can attain the session in colleges
- Maintaining student record who will going to attain the exam
- Giving information to the student are shortlisted and arranging a GDPI Mock session to them in colleges
- Keeping Follow-up of the selected student for their admission process
- Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs

Samaypra Technosolution Pvt Ltd – Associate Operations

Date: April 2013–March 2015

- Keeping appointments with clients
- Responsible for general maintenance of office equipment.
- Working with security organizations
- Getting maintenance done on office equipment and machinery
- Negotiating with suppliers and service providers
- Giving visit to client to discussed about new profiles attending customers, client queries of the product.
- collecting and submitting expenses statement and coordinating for reimbursements

EDUCATION

**Master of Business Administration
ISBM, Mumbai**

DECLARATION:

I hereby declare that all activities above stated made by me are true, complete and correct to the best of my knowledge & belief.

Date: / / .

Place: Mumbai