

Professional Summary

Responsible to my given position, passionate about delivering outstanding quality and service. Offering more than 3 years of experience in industry with history of recognition for performance.

Experience

Operations Officer- Data Team

03/2023 to Current

Educo Global Pvt. Ltd.

Remote, India

- Submitting application in international universities on student's behalf.
- Worked on multiple domains and portal like Shore-light etc.
- ☐ Data entry for both Undergraduate and Postgraduate Applications
- ☐ Data Integrity checks to ensure data entered matches documents provided
- ☐ Process the applications and response to inquiries within the required turnaround time
- ☐ Be accountable for data integrity of student records in the Salesforce, University Website and any other systems.
- ☐ Maintain up to date knowledge with changes in relation to international qualifications, education systems and institutions credentials
- ☐ Assist the Global Admissions Team as required.
- ☐ Forwards Updates from Portal, letter of offer, letter of acceptance and any other admission documents to relevant EduCo recruitment/conversion staff with the aim of rapidly converting students.
- ☐ Updates enrollment status of students in Salesforce, from application to commencement
- ☐ Generates customized reports as per requirements of relevant manager.

Application Submission Associate

04/2022 to 01/2023

Thought Partners Global Pvt Ltd

Noida, India

Client : Leverage Edu

- Submitted application in international universities on student's behalf.
- Worked on multiple domains and portal like SIUK, KC etc.
- Maintaining Data of the students and Share it with Lead at EOD.
- Sorting and Manage All Documents as per requirements.
- Coordinating and following up with the client regarding student's application.
- Collaborate with Internal as Well as External Team to achieve Common Vision.

Data Entry Operator**12/2021 to 02/2022****A Government Organization Under GSS Partners****Noida, India**

- Take Care of All Back Office Work.

Service Executive and Computer Operator**12/2014 to 03/2017****Lord Mahavira School Under Acceivate Technologies****Noida, India**

- Took messages from teachers and relayed them to relevant students and their parents promptly.
- Ensured customer service stayed timely and accurate by closely monitoring operations through.
- Responsibilities of Fee Account of students
- Organized files to support efficiency and traceability.

Computer Operator**12/2013 to 05/2014****Care Laboratories****Delhi,India**

- Assembled and prepared new purchase order contract folder with all related documentation.
- Managed customer relationships through consultative sales techniques to attain individual sales goals. Worked with
- shipment companies to manage distribution.

Core Qualifications and Skills

- Computer proficiency
- MS-Office-Word, Excel, Power Point Coral Draw,
- Photoshop, Page Maker
- Internet and E-mail Operations
- Application reviewing
- Documentation skills
- Tracking documents
- Records management systems
- Faxing documents
- Data entry documentation
- Back office operations

Education

Certifications and Achievement

- Professional Diploma in Computer Application (1 Year)
- Performance Award (Client Appreciation)

Interests

- Listening toMusic
- Art & Crafts
- Cooking

Languages

- English and Hindi

Personal Details

Female | Married | 25-Jul-91