

**Manisha Bagadi**

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## Summary

Professional with 7 years of extensive experience in Administration and Visa Consulting Services with ability to provide student counseling for overseas education (UK, Canada, Australia etc.,). I have been recognized for working in a challenging and fast paced environment by the management. I am a quick learner who pays meticulous attention to detail and gives high importance to quality and accuracy. I have got ability to work well both independently and in teams with minimum supervision.

## Career Objective

Aspiring for a bright and challenging career in a professional and a growing Organization, which would enable me to upgrade my skills and put –forth my best for personal and organizational benefits using emerging trends and technologies.

## Highlights

Extensive experience in Front Office Administration & Student Counseling

Strong track record delivering excellence

Good organizational and managerial skills

Good verbal and communication skills, self-motivated, disciplined and optimistic, well-groomed, responsible, opportunist and quick learner

Enthusiastic, energetic, outgoing and motivated.

Have experience in inbound and outbound sales

## Professional Experience

### Global Tree

**Designation:** Student Counselor

**Period:** 7-April 2022 to Present

**Responsibilities:**

- Providing open, nonjudgmental listening to students' academic, emotional, social, and behavioral concerns.
- Working closely with students to create solutions and establish attainable objectives.
- Helping to mediate and resolve disputes between students, students and teachers, or parents and teachers in order to prevent disruption of the aims of the pupils.
- Giving individual career counselling and skill evaluations to aid in career growth
- Assisting students with test and admissions preparation.

### Education Matters

**Role:** Front Office Executive and Student Counselor

**Designation:** Student Counselor

**Period:** 03<sup>rd</sup> April 2019 to 05<sup>th</sup> May 2021

**Responsibilities:**

- Handling the front desk activities
- Handling phone calls, visitors & guests

- Replying and sorting of mails
- Handling petty cash
- Vendor Management
- Managing Stationery & Pantry Consumables Stock
- To perform courier and dispatch services
- Maintaining Courier Registers (outgoing & incoming)
- Verifying vendor bills, submission of invoices and clearance of vendor payments
- Getting quotations & negotiating with the vendors
- Coordinate between multiple internal departments (accounts, tele-calling team)
- Managing the arrangements for internal meetings
- Ad hoc administrative duties and other reception duties
- Maintaining the records ensuring quick access of important documents
- Undertaking administrative jobs such as preserving important and confidential agreements between the company and the clients
- Maintaining the Records, Invoices & Student Profiles
- Responding to the incoming enquiries via phone calls and emails related to Education Visa
- Up-keeping the database of the enquiries and ensuring an efficient tracking system
- Coordinating with the students/parents for fixing up the appointments
- Resolving students/parents' issues related to visa services
- Scheduling and Conducting Webinars at Colleges, Universities etc.,

#### **BRIGADE VISAS [BRIGADE OVERSEAS CAREERS]**

**Role:** immigration consultant and tell caller

**Designation:** junior immigration consultant

**Period:** 05<sup>th</sup> DEC 2017 to 21<sup>st</sup> Jan 2019

#### **Responsibilities:**

- Call the clints and explain the details about the countries
- Counsel the clints about the countries he/she is looking for
- Update all the data in the concerned sheets
- Follow up with the clints for the further processes
- Collect the required documents
- Follow up with the payments
- Update all the payment details to the manager and the HOD
- Send the emails to the manager about the clints details
- Managing the mails and the outlook and keeping updated

### **Education**

B.A(General) From Carlox Teachers' University Ahmedabad, IN (2015 - 2017) Intermediate (C.E.C) from New Era Junior College, Hyderabad, IN (2013 - 2015)  
S.S.C from Madapati Hanumanth Rao Girls High school, Hyderabad, IN (2002 - 2012)

### **Technical Skills**

#### **Packages:**

MS-OFFICE (Outlook, Word, Excel), Internet Applications

**Operating Systems:** WINDOWS

### **Personal Profile**

<b>Nationality</b>	:	Indian
<b>Languages</b>	:	English, Hindi & Telugu
<b>Mother Tongue</b>	:	Hindi

**Date of Birth** : 11 Oct 1994  
**Marital Status** : Married

I hereby declare that the above Information and particulars are true and correct to my best knowledge and belief.

**(Manisha Bagadi)**