



SURAJ KUMAR

Admission Executive

Information

Age : 24

Gender : Male

Birthday : 30/07/1999

Location : New Delhi

Hobbies : playing Guitar & Singing &

Contact Details

Phone No : 9818858607

Mail Id : sk940899@gmail.com

Interests

Playing Guitar & Singing
And Traveling
doing motovlogging

Time Management

Writing Skills

Communication Skills

Education

Jun 2018 - Jun. 2021

University of Delhi

Bachelor of Arts

- XII from CBSE Board
- X from CBSE Board

Work Experience

Jan 2022 - Aug 2023

Study International UK (SI-UK)

Admission Executive

- Application to UK universities on the student's behalf through studyGroup, Navitas, the Agent Portal, Online, Paper, and other Methods.
- Checking each and every document before submitting the application by the student carefully And checking it online against the university and college portal. Help UK universities process applications faster providing academics, SOP, LOR, Passport, and CV.
- Every partner has queries and problems, and the SI-UK handles more than 5000 partners. Here, I contribute by resolving my partners issues.

Dec 2019 - Jun 2020

VFS Global

Officer - Operations

- Visa Application Center - Switzerland-prepared
- I was worked in Swiss Vac and Handling back office

Self-evaluation

- 1.8 years of educational experience I became the top admissions officer at Company, and with this knowledge, I can submit any application to a UK institution.
- good at communicating with Universities, and be able to coordinator with the partners in accordance with their aptitude according to their characteristics
- Strong self-learning ability and pay attention to the improvement of my professional ability.
- Solid professional knowledge base, diligent and meticulous, get along well with friends and colleagues, can adapt to the new working environment.