

# Surosree

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## Objective

Highly motivated employee with desire to take on new challenges. Strong work ethic, adaptability and interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

## Work Experience

### Assistant Manager-Study Abroad

Girnarsoft Education Services Pvt Ltd

Apr 2021-Till now

1. Managed a team of 10 people from various backgrounds.
2. Communicated with the international universities' SPOC for any updates regarding the admission criteria and new aligned application portals.
3. Taken mock rounds for students for making them confident for their GTE rounds, Credibility Interviews, etc.
4. Assisted the candidates for visa filing and filling the forms for UK and US.
5. Maintained database/records of the Students' profile
6. Counseled the students over the phone and F2F for overseas education.
7. Evaluated the candidates' profile, Checking and verifying their Academic Documents/Certificates.
8. Assisted candidates with Resume building or enhancement, modification of SOPs and LORs required for international enrolments.
9. Shortlisted the best match of colleges/universities for the candidate.
10. Done the application process for multiple countries as per the candidates' profile over the University portals.

### B2B Manager

Giggle Galaxy Pvt Ltd

May 2020-Mar 2021

1. Looked after the B2B tie ups with the AICTE approved colleges, Making changes to the MoUs of the B2B tie ups (if necessary).
2. Assisted the marketing team and the counseling team as well and making changes in the campaigning/strategies and the pitch respectively, Acted as a liaison between the faculty members and the admission department.
3. Onboarded the clients to our portal and network.
4. Organized college visits, career fairs and other college preparatory activities in order to assist students.
5. Facilitated group discussions regarding college admissions processes, financial aid options, scholarship opportunities and other related topics.
6. Advised students on appropriate courses of study.
7. Led workshops on college application preparation techniques.



8. Participated actively in district, state and national professional development opportunities to enhance knowledge and skills.
9. Provided guidance and counseling to students on academic program selection, course registration and career planning.

### **Business Development Manager**

Delhi Public School Society

Jun 2019-May 2020

1. Led the team of five counselors taking their report at the end of the day.
2. Done B2B tie ups with the schools which are located in rural areas of Gurgaon.
3. Mentored & encouraged team to achieve admission targets.
4. Provided daily ongoing performance coaching to enable team members to develop and perform.
5. Set performance objectives for and with employees, conduct performance review, and provide performance feedback on a periodic basis, Shrinkage and attrition management, Fully facilitates and leads small group meetings for employees, Quality audits-Working on corrective and action plans for the improvement of Team's quality scores.
6. Provided assistance to the Parents in completing admission/enrollment process.
7. Collaborated with team members to complete and validate the admission of students.
8. Identified potential clients, built relationships, and negotiated contracts.
9. Created presentations to attract new business opportunities.
10. Maintained a database of existing customers and prospective leads.
11. Collaborated with marketing team members to design promotional materials.
12. Monitored competitors' activities, prices, products, services., in order to stay ahead of the competition.
13. Identified new clients through pipelining, pre-qualification and territory analysis and management.

### **Administrative Assistant Coordinator**

Hazaribagh College of Dental Sciences

March 2017-May 2019

1. Organized and maintained executive calendar of appointments, meetings, conferences and travel itineraries.
2. Prepared reports, presentations, agendas and other documents as requested by management.
3. Coordinated project activities among multiple dental and medical departments; tracked progress towards goals and deadlines.
4. Created spreadsheets using MS Excel to track program performance metrics.
5. Gathered information, scanned records and maintained confidentiality of electronic data.
6. Compiled meeting agendas and supportive materials ahead of meetings.
7. Took detailed notes in meetings and disseminated information afterward.

8. Looked after the admission stuffs for Dental Departments both in Bachelor and Master programs, the candidates who had qualified NEET-UG and NEET-PG exams.
9. Created and maintained computer- and paper-based filing and organization systems for records, reports and documents.
10. Scheduled and coordinated meetings, appointments and travel arrangements for managers or supervisors.

## Education

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### **Advanced Diploma in Computer Science & Accounting** Maharshi Technical Education

2015 -2016

1. Studied all the Computer applications, High level languages, Office Suite, including the accounting.
2. Secured an A grade with 7.89 CGPA

### **Bachelor of Arts (English Literature)** Vinoba Bhave University

2011-2014

1. Secured an A grade in all the years and cumulatively as well.

## Other Activities

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1. Reading Novels, story books, social media knowledgeable updates, News Headlines.
2. Keeping self updated with all the current affairs in domestic and international channels.
3. Network Building with new people and exchanging knowledge.

## Skills

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1. Problem solving
2. Active listener
3. Ability to communicate with all age groups
4. Decision maker
5. Operating computer application
6. Customer Relationship Management (CRM)
7. Closing and Contract Negotiations
8. Business Development Understanding
9. Sales Strategies
10. Microsoft Office Expertise
11. Employee Performance Evaluation
12. Consulting