Irungbam Rebecca Devi

Email: [irebeccadevi47@gmail.com](mailto:irebeccadevi47@gmail.com)

| **CAREER OBJECTIVE** |
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Phone: 8618046689

* To be productive in today’s corporate world by contributing my skills and intend to build a career in a hi-tech environment with committed & dedicated people.

| **SUMMARY** |
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* Worked at Aakash Educational Services Limited from 8th August 2022 to 25th March 2023 as an SSAO.
* Worked at T.I.M.E Institute as a Career Counsellor from 14th Oct 2019 to 7th March 2020.
* Worked as a Student Counsellor at Educadd Solutions Pvt. Ltd. from October 2018 to June 2019.
* Worked at Imprimis Solutions Pvt. Ltd., Bangalore as a Project Trainee on Embedded Systems from November 2012 to January 2014.

**CO- CURRICULAR ACTIVITIES**

* Underwent training on “Feel Employable” Learning and Development Intervention conducted by College for Leadership and Human Resource Development (CLHRD).
* Participated in the Student Project Programme(SPP) selected for Seminar/ Exhibition on the project Intelligence Intensive Care Unit(IICU) conducted by Karnataka State Council for Science and Technology.

| **EDUCATION QUALIFICATION** |
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* Currently pursuing BA (Hons.) in Psychology at IGNOU.
* Completed **Post Graduate Diploma** in Project Management with **66.26%** from Alliance University, Anekal**(2014-2016).**
* Bachelor of Engineering in **Electronics and Communication** with **56.26%** from Kalpataru Institute of Technology under VTU, Belgaum (**2008-2012**).
* 12th from Human Resource Development Academy, Ghari (**2008)** with **72.24%.**
* 10th from Little Flower High School, Imphal (**2005**) with **64.54%.**

**ROLES AND RESPONSIBILITIES**

* Engaged in both sales and operations roles with the team to support the overall sales process.
* Facilitate exam preparations and arrangements, overseeing various administrative tasks required in the organization.
* Communicate with parents when necessary, and record keeping.
* Counseling and enrolling the students to the right program offered by the institute
* Counseling the student for the different courses offered by the institute and guiding to the right program or course fitting his requirement.
* Following up the students’ database.
* Explaining the eligibility criteria, admission procedure, course structure, course details
* Being the first point of contact for all related queries and communications and smooth onboarding of the students.

| **TECHNICAL SKILLS** |
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* **Software language :** C, Embedded C
* **Protocols :** UART, I2C
* **Microcontrollers :** 8 bit 8051

| **PERSONAL DETAILS** |
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Name : I.Rebecca Devi

Sex : Female

Father’s Name : Irungbam Debeswar Singh

Languages Known : English, Hindi, Manipuri

Nationality : Indian

| **DECLARATION** |
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I hereby declare that the information given above is true to the best of my knowledge.

Place: Bangalore

Irungbam Rebecca Devi