



Contact

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Nellikka parambil Adambat
house , Moonniyur P O
Malapuram - 676311

Education

2017

Diploma in EC Engineering,
Tirur Kerala

2014

Higher Secondary Examination
GGHSS Vengara

Expertise

CRM - Customer Relationship Managing
skill

Knowledge of Immigration Regulations

Problem Solving abilities

Communication & Strong organization
skills

Always adherence to compliance and
regulations of a company

Continuous learning and adaptability

Language

English, Malayalam, Tamil

Reference

Mrs. Dhaleela - +91-9037916092
HR Manager - Malabar Eduzone

Mubashira N P

Admission Manager

Dedicated and results-driven Admission Manager with 8 years of experience altogether in the field of study abroad and office administration. Proven ability to efficiently manage and oversee the application process for international education programs. Comprehensive understanding of visa regulations, application procedures, and student support services, ensuring a streamlined processing workflow and a seamless experience for students and faculty

Experience

January 2024 - Present

Malabar Eduzone Pvt Ltd, Tirur Malappuram

Admission Manager

- Managing a sales team of 6 members, proactively monitoring their performance in closing leads and providing training for both existing team members and new candidates.
- Oversaw and managed the entire application process for students applying to Domestic & International education programs.
- Engaged in in-house branding initiatives by creating video content and compelling written materials, also serving as an anchor for video shoots.

May 2022 - October 2023

Eduflair Learning Solutions Pvt Ltd, Kozhikode

Processing Team Leader

- Provided comprehensive support for around 50 students throughout the study abroad application process, addressing inquiries, concerns, and guidance on program selection and requirements.
- Proactively managed and resolved refund issues for over 200 candidates, conserving significant financial resources.
- Facilitated clear and effective communication with team members, management, and stakeholders regarding candidate processing, ensuring strict adherence to all relevant regulations, policies, and guidelines.
- Engaged in in-house branding initiatives by creating video and written content.

February 2021 - May 2022

Eduworld International Pvt Ltd, Kozhikode

Team Leader/ Counselor

- Facilitated student registrations for MBBS, Paramedical, and UG/PG programs in multiple countries, including Georgia, Moldova, Russia, Ukraine, and India.
- Demonstrated ability to quickly adapt to new information and industry developments.
- Built strong rapport with candidates, boosting referral registrations and expanding the network of prospective students.

May 2018 - January 2021

Godzone Career Guidance Center, Kozhikode

Counselor/Telecaller

April 2017 - May 2018

Impasto Malappuram

Accountant/Receptionist