

# Varshini

+91 - 7338886693

varshinivee1@gmail.com

[LinkedIN - Profile](#)

## EDUCATIONAL BACKGROUND

**Goethe Institut Indien**  
**German Language- A1&A2**  
Sep '23  
**German Language- B1**  
Present

**Symbiosis University**  
**Human Resources, PGDM**  
June'19 – May 2021

**Ethiraj College for Women**  
Bachelor of Commerce,Bank  
Management  
June'16 – May 2019

## LANGUAGES

- English (Native)
- Tamil (Native)
- Hindi (Conversational)
- German (Beginner)

## SKILLS

- MS Office, CRM Software, GSuite
- Communication
- Writing - Content, Blog ,Product
- Team Building
- Client Relationship Management

## EXTRA - CURRICULARS

- **Volunteer** at Agaram Foundation (March'21-Present)
- **English** Language Mentor for Early Years at PlanetSpark - Dec' 22
- **Editor** of the College Magazine (2019)
- Core Committee Member, RRC Club (2019)

Dedicated professional with strong skills in operations, communication, and solution-producing abilities.

## EXPERIENCE

### Delivery Manager - Corporate Relations

GUVI - Geek Networks - IITM Research Park  
Jan 2023 - Present

- Collaborated with clients to identify requirements and meet their expectations.
- Led a unique delivery of multiple products to clients, resulting in a significant increase in brand
- Developed new strategies to enhance the smooth work flow between teams.
- Recognized for my performance for two consecutive quarters

### Administration

Alphabet International School, Chennai  
June 2022 – December 2022

- Led the school's operations, ensuring a smooth workflow
- Managed the end-to-end school admissions
- Co-ordinated with parents to develop positive relationships to learn about the child's background
- Hired employees for different roles and negotiated their concerns
- Facilitated the clients involving the daily queries and knowledge of the curriculum.

### Early Years Home Room Teacher - PYP

Alphabet International School, Chennai  
June 2021 – May 2022

- Organized the classrooms that encouraged children to explore with confidence.
- Communicated and developed effective partnerships for encouraging parent involvement.
- Developed lesson plans with goals and outcomes that represented early learning standards.
- Observed and evaluated children's performance & social development

### Administrative Assistant

International Village School, Chennai  
July 2019 – February 2020

- Served as a primary point of contact for facilitating operational and administrative inquiries.
- Managed the employee's resources
- Explored the daily operations & admissions of the school

## FREELANCE

- **Content Specialist**  
Upbringio, Aug – Nov 2022
- **Admissions & Community Outreach**  
Outscal, Nov'21– Apr 2022
- **Team Lead - Admissions Counsellor**  
AttainU, May - Sep 2021