



# Keerthana P

## Academic Coordinator

### My Contact

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📍 Manjeri, Malappuram

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### Educational Background

#### Central University of Rajasthan

- Integrated Master's in Science, Environmental sciences
- (Completed in 2021)

#### Kerala Education Society, New Delhi

- School education and 10+2 degree
- (Completed in 2015)

### Soft Skills

- Google Workspace
- MS Office
- Turn-it-in
- Canva
- Slack
- Asana
- Adobe Acrobat
- ArcGIS 10.6

### Hard Skills

- Time management
- Communication Skills
- Relationship Building
- Problem solving skills
- Organisational skills

### About Me

Motivated Academic Coordinator with great organizational and prioritizational skills. Core competencies include strong interpersonal skills, building communication with administration, faculties and students. Well versed in academic writing structures, APA formatting alongside plagiarism standards and softwares.

### Experience

#### Student Coordinator – Angloverse Pvt Ltd. (May 2023– Sept 2023)

- Coordinating classes for students by liaising between teachers and students.
- Weekly updation of customers and status correction on CRM.
- Managing calendars of group sessions and handling student queries through WhatsApp and Calls
- Primary point of contact for students to collect feedback, resolve complaints and find solutions to ad-hoc issues that may rise up.
- Preparing flyers and posters announcing new offers and discounts in company services.
- Managed orientation, training and relocation for new faculties.

#### Academic Coordinator – Hikewise Learning (Jan 2022– July 2022)

- Assessing and screening various student writings and assignments.
- Organized and implemented administrative systems and procedures performing necessary support duties.
- Assisted in screening and selecting faculty applications.
- Assisted in updating lesson content and instruction methodology
- Coordinated with teachers and center coordinators to develop lesson plans and materials.

#### Intern – Sustain and Save Pvt Ltd (Oct– Nov 2020)

- Social Media Broadcasting
- Content Creation
- Creation of Digital Marketing Collateral Marketing
- Leadership and Communication
- Market Research

### Achievements

2021    Scored    AIR 238 in GATE– Ecology and Evolution

### Languages

- English
- Hindi
- Malayalam