



Keerthana P

Academic Coordinator

My Contact

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📍 Manjeri, Malappuram

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Hard Skill

- Project coordination
- Adept at problem solving
- Great Communication skills
- Excellent verbal and written skills
- Time management
- Research, analysis and development

Soft Skill

- Google Workspace
- MS Office
- Adobe Acrobat
- Canva
- ARCGIS 10.6

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)

Achievements

2021 Scored AIR 238 in GATE- Ecology and Evolution

About Me

Motivated Academic Coordinator with great organizational and prioritizational skills.

Core competencies include strong interpersonal skills, building communication with both administration, faculties and students.

Experience

Student Coordinator - Angloverse Pvt Ltd.

- 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

- 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

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

Languages

- English
- Hindi
- Malayalam