



**Rajiv Bahri**

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**Objective:**

- Seeking to work in a reputed company which will give me an opportunity to exhibit my skills and efforts in completing the work assigned me in time

**Experience :**

- I have been govt. servant for 18 years and took VRS in 2003. After that I moved to education Industry and work 8 years in various institutes . I have experience of both Administration and Educational marketing.
  - I can promote the brand of an institute by making advertisements, planning & Introduction of new course , participating & promoting in education fares .
- I have handled administration, admissions, affiliation & correspondence with Universities, AICTE reports.

**Work experience in education sector :**

**1. Working Presently as DY Director (Administration) with an Institute in Delhi**

looking after administration and marketing of courses from Jun'18 onwards.

**2. Assistant Registrar /NIMT group of Institutions/Gr. Noida** from April '2016 to April' 2018 having Approvals from AICTE and Universities for regular courses. I am dealing with Statutory bodies like AICTE, Universities, boards etc. I am keeping all records with statutory bodies and student admission/Exams/records. I have been conducting examinations of students and their requirements with universities .

**3. Training Manager/RTSS MARITIME Services/Dubai/Jun'12 to Mar'13**

Charting out the training plan of Shipping Academy for students of Deck Cadet course ,taken Examinations both online and manual, keeping all records from admission to examination of various semesters and placement of cadets.

**4. Marketing Head/ Global Institute of Management &Technology, Noida/ Jan' 10 to Sep'10-AICTE approved**

Brand promotion, market research,handling admissions of regular courses of MBA/PGDM/BBA directly & through education consultants.

**5. Incharge/Academy of Technology & Management, Delhi/May'09-Jan'10AICTE approved**

Handling admissions of MBA/BBA/BCA for regular/distance learning courses, Administration/ University Correspondence, Admission for IIM/XLR/IIT (D) for online courses.

**6. Marketing Manager (Advisor Office )/ Tecnia Group of Institutions/  
Delhi/ Aug, 08-Feb'09/AICTE Approved**

Marketing Research' planning of new courses for Institute, making proposals to submit to Statutory authorities, preparation of compliance report, mandatory disclosures of AICTE, reports of NCTE/RCI &University correspondence.

**Educaton:**

- B.Com (Hons)/1979-83/University of Delhi
- High School (12<sup>th</sup>)/1978-79/Kendriya Vidyalaya, Delhi/CBSE
- Intermediate (10<sup>th</sup>)/1976-77/Kendriya Vidyalaya, Delhi/CBSE

**Certificate :**

- **World Class Customer Training certificate from XLRI, Jamshedpur,West Bengal**

I hereby declare that the information given above is true & correct to the best of my knowledge & belief.

( Rajiv Bahri )

