

RESUME

Name:Ranjitha N

Mobile: 8892249951

Email:ranjitha0817@gmail.com

Career Objective:

To be an excellent professional and to be a part of an organization which provides constant learning of latest technological upgrades, and provides career growth.

Education:

Exam / Degree	Year	Name of Institute	University / Board	% of marks
Degree (BCA)	2014	Baldwin Women's Methodist College	Bangalore-University	60
Pre-University	2011	St.Frances college	PU-Board	65
SSLC	2009	Holy Christ	State Board	72

Professional Experience:

Study Analytics Pvt Ltd

Duration: Apr 2019 till present as Counsellor

Job Profile:

- Provide Pre admission counselling and advise the students regarding the admission process and entrance exam.
- Responsible for enquiry generation, management and admissions processing of course offered.
- Follow up and close the leads given by management.
- Worked on tools like Leadsquared and CRM
- Counselling prospective students and guiding them about the different courses offered.
- Complying to batch plan and launching the batch as per the plan and effectively communicate the date and time to students and parents.

Imarticus Learning Pvt Ltd

Duration: Oct 2014 to Mar 2019 as Counsellor

Job Profile:

- Provide Pre admission counselling and advise the students regarding the admission process and entrance exam.
- Responsible for enquiry generation, management and admissions processing of course offered.
- Follow up and close the leads given by management.
- Worked on tools like Leadsquared and CRM
- Counselling prospective students and guiding them about the different courses offered.
- Complying to batch plan and launching the batch as per the plan and effectively communicate the date and time to students and parents.

Strengths:

- Able to work in a team.
- Self-motivated and Self-confident.
- Quick learner, Ready to adapt to new technologies.
- Good Communication Skill

Personal Details:

Name	: Ranjitha N
Date of birth	: 08-06-1992
Father's Name	: Nagaraj
Husband's Name	: Praveen Kumar
Marital Status	: Married.
Languages Known	: English,Kannada,Hindi and Tamil
Nationality	: Indian
Contact Details	: No 6/6. 'C' Cross,North Street Parappa Field, Neelasandra, Bangalore-560047

Declaration:

I hereby affirm that the information in this document is accurate and true to best of my knowledge.

Place: Bangalore

Signature

Ranjitha N