

SAVITA B. NIKAM

Address: Navi Mumbai - India

Phone: 865 227 3556

Email: savitan4@gmail.com

OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

WORK EXPERIENCE

DIGIPERFORM – Kharghar – Navi Mumbai

9th Feb 2020 to 12th May 2020

Responsibilities:

- Managing and leading the team.
- Counsel the students and guide them with the right career options.
- Convert the Walk-ins into admissions.
- Resolving the queries of the parents and students.
- Ensure to meet the sales/ revenue benchmarks set for the branch.

Freelancer – chanakya.niti.com & Isha foundation

1st Dec 2019 – 8th Feb 2020

MILESTONE INSTITUTE OF TECHNOLOGY - Thane, Maharashtra

June 2017 to Nov 2019

Responsibilities:

- Managing a top line and bottom line of the assigned branch/territory.
- Managing and leading the team.
- Counsel the students and guide them with the right career options.
- Convert the Walk-ins into admissions.
- Resolving the queries of the parents and students.

- Ensure to meet the sales/ revenue benchmarks set for the branch.
- Conducting Seminars/Workshops in colleges to meet admission targets.
- Mentoring and managing the team and ensuring their productivity.

CADD Center - Thane, Maharashtra

September 2016 to May 2017

Responsibilities:

1. Career counseling to students.
2. Monthly Target meet up.
3. Monthly data base reporting to center manager.

ARB7 COMPUTER EDUCATION - Thane, Maharashtra

January 2013 to August 2016

Responsibilities:

1. Experience of conducting workshop/Seminars/Events.
2. Entire Admin work.
3. Daily bases report to center Manager.
4. Monthly Target meet up.
5. Monthly data base reporting to center manager.
6. Batch formation

RED ACADEMY, THANE WEST

Animation Faculty/Jr Counselor

Feb 2011 to Dec 2012

ISHA FOUNDATION

Graphics designer

At Present

Volunteering at ISHA FOUNDATION for marketing, branding, event promoting, social media Images and creative designer

EDUCATION

Diploma in Animation Film Making from IDEMI
(2009-2011)

VFPHD in Nuke from FX SCHOOL from FX School
(2010-2011)

Graphics Designing – 2011

ADDITIONAL SKILLS

Microsoft Office package: Microsoft Word, Excel, Access
Photoshop, Illustrator, InDesign, Maya, 3d max, nuke, after effects, premier pro, and basics mud box.

PERSONAL DETAILS

Name: Savita Bhagwan Nikam

Address: Ghansoli, Navi Mumbai.

Contac: 8652273556

Gender: Female

Date of Birth: 24th Oct, 1988

Nationality: Indian

Hobbies: Reading, Travelling, Movie

Notice Period: Can join Immediate

Place:

Date:

Signature

I do hereby **declare** that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.