

SWAPNA NAIK
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CAREER OBJECTIVE

To establish my credibility with my knowledge and abilities and contribute in large measure to the growth of the organization and consequently my growth.

PROFILE SUMMARY

- Well versed in MS Office Applications.
- Have 6+ years of experience in Administration Department.
- Excellent Interpersonal, Communication & Relation building skills.
- A hard worker who can work under extreme pressure & meet deadline without sacrificing quality.
- Friendly & pleasing mannered and can get along with people well.
- A quick learner who can work under minimum supervision.

PROFESSIONAL EXPERIENCE

Company/College : Aakash Educational Services Ltd.
Duration : October 15th, 2018 to January 6th, 2020
Designation : **STUDENT SUPPORT AND ADMISSION OFFICER**

Aakash Institute was instituted in the year 1988 to train young and budding talents, who were aspiring to crack the toughest of Medical Entrance Exams. In the last 28 years, over 25,000 selections in Medical Entrance Exams have made us a brand name for focused and qualitative coaching and guidance. The reason behind this miraculous result is our humble but dedicated endeavors, which are instrumental in increasing the number of selections every year.

Responsibilities:

- Counseling Students and parents about the course
- Liaison with Head Office in Delhi for upcoming programs, admission tests, schemes and other offers
- Champion entire student cycle: Prospecting, Counseling, Admission, Orientation, Support.
- Satisfaction, Retention and Productive Output.
- Generate Leads and working with Software of LMS ERP and Sales force.
- Interaction with Students and Parents on routine basis. Clarifying of doubts of Students and Parents.
- Managing fee structure & fee software of different Programs.
- Co-ordinate with other centers in the region.
- Handling assigned Administrative Responsibilities.

PROFESSIONAL EXPERIENCE

Company/College : A.B. Shetty Memorial Institute of Dental Sciences
Duration : 1st January, 2016 to 31st July, 2018
Designation : **CO-ORDINATOR, STUDENT SERVICES**

Established in 1985, The A.B. Shetty Memorial Institute of Dental Sciences has spent the past Three Decades pioneering Dental Education in the Country. With an annual intake of 100 candidates into its undergraduate program and a further 49 candidates into its Post Graduate Program the Institute offers a holistic and comprehensive education for budding Dentists.

Responsibilities:

- Ensuring a smooth and harmonious working relationship between the Professors, Students and Parents with a view of improving the overall image and brand equity of the Organization.
- **Preparing all sorts of Reports and submitting it on daily and monthly basis to the Head.**
- **To ensure that day-to-day purchasing, billing, student fee and banking routines are followed and improved over time.**
- **Working with students and Fellows to assist with financial advice to facilitate College activities.**
- **All Admin related work regarding the College and Students.**
- Monitoring program named “CHAITHANYA” a Student Management Software, to maintain Student marks, Attendance and sending SMS and Mail to Student’s Parents.
- Perform managerial/administrative tasks associated with the Dean, UG Office i.e. maintains Student files, Counseling notes, and contact logs for Academic advising, provides data on Students Performance and to Co-ordinate with IT Departments, other Departments/Admissions Office, University Officials and Medical College over Academic support matters under the Guidance taken from the Dean. To maintain Student Records, Enrolment Reports, Attendance Reports, Test/Exam related information, Student profiles etc.
- To interact with students and provide them with administrative or personal guidance. Work one-on-one with professional staff, including Managers, Directors and Deans. Work with diverse groups of people, from the Office Staff to the Public and with the University Officials.
- Coordinates activities related to Admissions, Examinations, Registration & Graduation.
- Organizes meetings and attends various meetings with Dean and Heads of Departments and various other Committee Members. Prepares minutes and follows up as required.

PROFESSIONAL EXPERIENCE

Company : Triumphant Institute of Management Education Pvt. Ltd.
Duration : 1st June, 2012 to 28th December, 2015
Designation : **COUNSELOR**

Triumphant Institute of Management Education Pvt. Ltd. (T.I.M.E.) is India's leading test-prep institute with a pan-India presence and is headquartered at Hyderabad. Established in 1992. T.I.M.E. today operates out of 246 offices located in 116 towns and cities across the country. Over 40 IIT/IIM graduates form part of the core team at T.I.M.E.

Responsibilities:

- Here my job profile is counseling the Students for MBA entrance Exam courses like CAT, MAT, PGCEt, GRE, GMAT & Bank Exams (Clerical, Probationary Officer Staff Selection Commission).
- To show the PowerPoint & explain all the points related to the exam.
- To co-ordinate with the Students, Faculties, Academic Manager, Marketing Team, Material Department, TIME branch in Udipi & Head Office in Secunderabad.
- Attending the calls and guiding them, helping the students in their exam online registration for all the courses above, doing the follow up, preparing data entry and bill payment, monitoring the classes, conducting tests for the batches, maintaining the student's attendance, collecting the Faculty and student feedback to improve the quality of teaching and learning, collecting student feedback regarding the exams.
- Sending the database of the students to the Head Office in Secunderabad.
- Reporting to the Director (Mangalore).
- Working with TEEMs-Complete online receipts, student management, report to HO & complete online transactions to be done.
- Helping in Scheduling classes for various batches like CAT, MAT, Bank- PO, Bank Clerical, GRE etc. Monitoring the classes, conducting regular tests for all the batches.

EDUCATION QUALIFICATION

Year	Degree	College	Board/University	Percentage
2014	M.Com	Karnataka State Open University	Mysore University	61.6%
2012	B. Com	Besant's Womens College, Mangalore	Mangalore University	69.04 %
2009	PUC	Canara Pre-University College,Mangalore	Karnataka State	74.16%
2007	SSLC	Infant Jesus Joyland School, Mangalore	Karnataka State	82.50%

PROJECT WORK

Part of SB Account Team with Karnataka Bank January 2012-

Part of the SB Account Team: Led the document processing team; Processed document of over 1000 Customers in Rural Area Mangalore to open SB Account (No Frill Account) and to improve Banking Knowledge for the people in Rural Areas.

COMPUTER SKILLS

Operating Systems	: Windows XP, ERP, LMS, Sales force
Accounting	: Tally ERP 9, Microsoft Excel 2007
Word Processing	: Microsoft Word 2007, Outlook Express
Presentation	: Microsoft PowerPoint 2007

PERSONAL DETAILS

Nationality	: Indian
Gender	: Female
Date of Birth	: 02/09/1991
Status	: Married
Languages Known	: English, Hindi, Kannada & Tulu
Passport no	: P3899542

DECLARATION: -

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

SWAPNA NAIK
Mangalore
