

RESUME

ANUSHA S. POOJARY

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OBJECTIVE

My goal is to work in a well-established organization, with a focus both on personal as well as organization growth. I am confident of my ability to work in a team.

ACADEMIC CREDENTIALS

Education	Period	Institution	University	Aggregate
Graduation (BSc-BZC)	2013-2016	MGM COLLEGE UDUPI	MANGALORE UNIVERSITY	60%
HSC (PCMB)	2011-2013	ANGLO HINDI JR. COLLEGE	AMRAVATI UNIVERSITY	60%
SSC (10 TH)	2011	M.V.D.E.M.S	MAHARASHTRA STATE BOARD	90.13%

PROFESSIONAL EXPERIENCE

- Working as PIER Certified Counselor (Australia) in IDP Education India Pvt Ltd, Bangalore since 18th February 2019 till today.

Primary JOB Role:

- To provide professional and quality counselling service that exceeds customer and client expectations
- To achieve student invoice target by intake for Australia destination
- Support execution of the destination wise activity calendars to deliver pipeline leads and conversion targets by intake.
- Build strong client support through 100% compliance of application processes.
- Be a productive and effective member of office team thereby building team spirit.

➔ Key KPI's-

- Achieve targets for Leads, Applications, Finalizations – by intake.
- Australia client satisfaction ratings at office level.
- SAP portal C4C updation and Quarterly Review updation.

- **Certified as a Counselor by PIER as Qualified Education Agent Counsellor(QEAC)**
- **Nominated in FAM trip conducted by Australian National University, in Canberra Australia for the duration of 10 days in March 2020.**

- Worked as Sr. Academic Counselor in Student Relations Department of **T.I.M.E Institute, Bangalore** from November 2017 to January 2019

IOB Responsibilities:

- Counseling aspirants approaching us in regards to Further Higher Studies or Job Opportunities.
- Understanding their background and guiding them options to go for.
- Maintaining Student Database in order of their course opted.
- Taking care of class scheduling, arranging workshops for students. Looking after complete services to be provided as per package taken.
- Looking after Center Revenue monthly basis. Conversion of leads coming through inbound calls, Google campaigning, advertising resources etc.
- Responsible for Center Target to be achieved.

- Worked as “Student Relations Specialist” in Sales Department of “**GETMYUNI**” from 10th April 2017 to 18th November 2017.

Responsibilities:

- Counseling students over the calls, whoever puts enquiry for particular course.
- Generating leads based on targets given daily.
- Inserting leads in admin portal.
- Reporting to team leader about the leads generated.
- Doing follow ups with the Interested call backs.

- Worked as **Trainee Admission Officer** in Lawand Education Private Limited from 17th October 2016 to 28th February 2017.

Responsibilities:

- Handling enquiries coming through direct walk-ins, sub-agents, franchises, emails etc.
- Getting all the basic documents for the Degree of Interest.
- Checking the eligibility and accordingly suggesting the University options in countries like AUS, Germany, US etc.
- Carrying the enquiry right from application stage till they enroll in particular college/university of choice.
- Doing regular follow ups with the University for Status of the Application and follow-ups with the students/Agents for documents.
- Updating the status of Enquiry/Application in our Online/Offline Database.
- Maintaining weekly/monthly reports and Backup Folders.

SUMMARY

- Motivated Counselor to be called as MENTOR by students. Excellent convincing skills, with good & sober communication. Ideology goes moreover with smart work adding on to hard-work, making sure self-welfare with organization growth by being best service provider.

PERSONAL DATA

Father's Name	:	Shridhar .A Poojary
Date of birth	:	23-04-1995
Age	:	21
Sex	:	Female
Nationality	:	Indian
Mother Tongue	:	Tulu
Language Known	:	English, Hindi, Marathi, Tulu, Kannada

DECLARATION

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

(ANUSHA)