**RAVIT NAYYAR**

**Mobile:** +91-98034 41749

**E-Mail: nayyarravit@gmail.com**

Aiming for challenging assignments in EduTech Space with an organization of high repute, where I can contribute to my best abilities, experience.

**PROFILE SNAPSHOT**

A dynamic professional with 2.5 years of experience in:

|  |  |  |
| --- | --- | --- |
| **EduTech Space** | **Admissions Head** | **Visa Filing Officer** |
| **International Client Relationships** | **Team & Relationships Management** | **Training and Mentoring** |

**EDUCATIONAL QUALIFICATIONS**

* **High School in Commerce (2013 – 2014):** Completed senior secondary grade in Commerce from Punjab School Education Board, Secured First division.
* **University Degree (2014 – 2017):** Achieved University Degree in Commerce through Punjab University Chandigarh, Secured First division.

**ORGANIZATIONAL EXPERIENCE, ROLES AND RESPONSIBILITIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **From To Dates** | **Designation** | **Nature of Duties** | **Duration** |
| **Eduwings Global** ​ **Career Consultants** | **July 2017- till now** | **Admissions Head** | **Looking after student profiles and arranging offer letters for the students** | **Two and half years** |

**Eduwings Global** ​ **Career Consultants**: **June 2017- till now**

**Roles: Admissions Head || Visa Filing Officer || Team Manager**

**Admissions Head - Operations include**

* As an Admissions Head, looking after the entire cycle of student’s application processing, includes scrutiny of student profiles, Processing of application and arranging offer letters for the students planning to study abroad in the desired universities.
* Attainment of agency contracts with foreign universities of Canada, New Zealand, Australia, Germany and United States
* Communicating on mails, calls with University International executive team for checking the status of student applications, progress on administration
* Attend conferences relating to Admissions, Educational fares
* Handling meet ups with International Admissions Head, University Agents
* Maintain accurate student recruitment data and records
* Assist in establishing marketing plans and forecasting outcomes
* Work with marketing team to aid in recruiting campaign

**Visa Filing Officer - Operations include**

* As Visa Filing Officer, worked for both for student and visitor visas mainly for the countries like Canada and Australia
* Providing high quality, efficient and non-discriminatory visa application processing.

**Team Manager - Operations include**

* Training new joiners on key aspects of work & mentoring them
* Monitoring and guiding the team
* Assigning targets and motivating them to achieve the
* Guiding team members to collectively excel in team performance

**CORE COMPETENCIES**

* Task focused , quality result oriented , self-motivated team player
* Guiding & training team members to perform better for achieving higher performance on assigned tasks
* Building & maintaining healthy business relations with potential clients and ensuring excellence in service delivery
* Efficient Interpersonal skills , with smart problem solving skills
* Computer and internet literacy with good keyboard skills
* Well organized and disciplined compliance towards, procedures and standards

**INTERESTS AND PASSIONS**

* Participated in University level Bhangra Competition
* Loves to play cricket
* Participated in University level Cricket Tournament

**PERSONAL DETAILS**

**Languages Known :** English, Hindi, and Punjabi

**Address :** House no 12844, Street no 20, Vishakarma Colony, Backside

Sangeet Cinema, Ludhiana, 141003

**Date of Birth :** 3rd December 1995

**Marital Status :** Single

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

**Ravit Nayyar**

**19-03-2020**