PERSONAL INFORMATION

**Rubab Syed**

 Attapur,Upparpally- 500048(India)

 9022199185

rubs.syed@gmail.com

Skype: rubabsyed07

Sex Female | Date of birth 16 April 1991 | Nationality Indian

WORK EXPERIENCE

May 2009– Aug 2012 **IT coordinator**

# **Edify School Amravati, Amravati (India)**

* Online Training
* IT Handling
* Admission Software Handling
* Organizing events
* Administration

Jun2014–Dec2016 **Assistant Manager-Administration**

# **Technotex India Pvt. Ltd. Mumbai (India)**

* + - * + Office Management
        + Travel &Accommodation Management
        + Asses staff performance and provide coaching and guidelines to ensure maximum efficiency
        + Business Operations
        + Managing Schedules and Deadlines
        + Managing Costs and Expenses to assist in budget preparations
        + Organize and Supervise other office Activities
        + Ensure Policies Operations adhere and Regulations
        + Keep abreast with all Organizational Changes and Business Developments
        + Team Management

Mar2017–Jul2017 **Center Head**

# **Edify Kids, Amravati (India)**

* Supervising Staff Members
* Managing Schedules and Deadlines
* Counseling
* Admission Strategies
* Conduction School Events
* Coordinating with Head Center
* Activities Planning
* Staff Training

Sep2017–Jan2018 **Administrator/ Admin Head**

# **Edify School Kengeri, Bangalore (India)**

* Counseling
* Admissions
* Recruitment
* Staff Development
* Conduction Seminars
* Supervising Admin Department
* Organizing Events

Mar2018–Aug2018 **Admission Head**

# **Edify School Amravati, Amravati (India)**

* Admissions
* Daily MIS to Chairman, Director & Principal
* Admission Strategies
* Special Counseling to Parents & Students
* Admission Documentation as per SOP
* Coordination with Store and Account Departments
* Reporting to Director
* Conducting Special Seminars for Staff

Sep 2018 to March 2019 **Manager**

# **The Educational Adviser Pvt. Ltd., Amravati (India)**

* Office Management
* Counseling Students and Parents
* Designing SOP's & LOR's for Students
* Short listing Universities
* Documentation work for University Admission
* Visa Assistance
* Scholarship Guidance
* Coordinating with International Universities
* Pre-departure Assistance to Student

Oct 2019 to Dec 2019 **Senior** **Consultant**

**Canam Consultants, Hyderabad (India)**

Counselling for Germany & USA

Feb 2020 to Present **Senior** **Consultant**

**Global Vision Overseas Careers, Hyderabad (India)**

Counselling for Germany, USA and UK

EDUCATION

2012 B.Sc. Computer Application

# Sant.Gadage Baba Amravati University, Amravati (India)

* Zoology
* Chemistry
* Computers

2009 HSC

# Maharashtra State Board, Amravati (India)

* Biology
* Chemistry
* Geography

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2007 SSC Maharashtra State Board,(India) |  |  |

PERSONAL SKILLS

Language Skills

**Mother Tongue: Urdu**

* English
* Hindi
* Marathi

Communication Skills

* An Excellent Communication Skill I have gained through my working experience in different sectors for over a decade
* Excellent Speech Delivering Skill in English
* Good In Presentation and Trainings
* Good In Counseling and Convincing Skills

Organizational /Managerial Skills

* Calm under pressure
* Complex problem solving
* Deadline Oriented
* Multitask-oriented &Organized
* Client focused
* Strong leadership & Relationship building skills
* Adaptable

Job-related Skills

* Counseling
* Staff Grooming
* Staff Training
* Supervision
* Office Management
* Team Management
* Seminar Conduction

|  |  |  |  |
| --- | --- | --- | --- |
| Digital Skills |  | * Windows | |
|  |  | * Excel | |
|  |  | * Power point | |
|  |  | * Microsoft word | |
|  |  | * Internet access | |
|  |  |  |  |

Hobbies

* Travelling
* Chess
* Badminton
* Gardening
* Reading non fictions
* Home Décor

ADDITIONAL INFORMATION



Honors and Awards Event Manager of the Year

2012 Edify Carnival

Honors and Awards Grabbed 2nd Position

District Level Chess Competition, Yavatmal 2005

Seminars

* + - * + Appropriate Dressing
        + Women Empowerment
        + Sexual harassment on Workplace

**The above statements are true to the best of my knowledge and belief.**

**Rubab Syed,**