|  |  |  |  |
| --- | --- | --- | --- |
|  | **Curriculum Vitae** | | |
| **Rachana Bhivgade**  Plot No. 56, Flat No. 501, SLR Enclave,  Jyothi Colony, West Marredpally,  AOC Kirkee Gate, Secunderabad.500015. | | C:\Users\Rachana\Desktop\Rachana - New Photo.jpg | Cell: 9989176381  [rachanalabhane@gmail.com](mailto:rachanalabhane@gmail.com) |

**RACHANA BHIVGADE**

**OBJECTIVE:**

To work in globally competitive environment on challenging assignments by using cutting edge technologies, where I could learn and successfully deliver solutions to demanding problems.

Mission: To be part of a growing organization that is destined towards success and to play a key role in its growth.

**WORK EXPERIENCE:**

* Raj Consulting Pvt. Ltd. Worked as Education Counselor & Business Development Manager from (August **2011 to till date.)**
* Worked as Technical Support for Wipro India Pvt Ltd , Hyderabad

**(September 2009 – Oct 2010)**

* Worked as Computer Faculty for Dilasagram Convent High School Ballarpur

**(June 2006 – April 2008)**

* Worked as Technical Support for Zee Next Pvt Ltd ( City Cable), Bangalore

**(July 2002- February 2005)**

**JOB PROFILE :**

**Working in Raj Consultants, Hyderabad from last 9 yearsas Business Developer & Education Counselor**

**Raj Consultants** is the Top Overseas Education Consultants in India incorporated in 1991 at Hyderabad. Raj Consultants has placed thousands of students in different universities across United States. Raj Consultants is certified by AIRC, Individual member of NAFSA, also ISO certified agent, a standard for the best practices in Education Abroad Consulting.

**Job Profile at Raj Consultants as Business Developer**

* Contacting Business Associates (Education Consultants) all over India.
* Interacting Business Associates through phone or personal meeting.
* Sending proposal to the Business Associates through email.
* Explaining Business Associates about the universities and there admission process.
* Guiding and supporting new Business Associates for complete admission process.

**Job Profile Raj Consultants as Education Counselor**

* Interacting with the students and giving information about various international courses.
* Suggesting student’s universities according to their interest and profile.
* Explaining students the application process and assisting them for submitting online application to the universities.
* Helping students with their entire application process.
* Supporting students while filling visa form and also providing guidance for visa processing.

**Additional Key Skills at Raj Consultants**

* Maintaining records of students by maintaining inquiry forms.
* Sending daily Promotional Email for publicity of universities.
* Giving reply of all the enquiries received through email.
* Taking care of Company Software made for Business Associates & Students.
* Taking care of minor changes in company website.
* Maintaining records of Agreements received by universities as well as agreements received by Business Associates.
* Making International calls to universities when ever required to get updates regarding admission status.
* Handling HR related work to recruiting staff for different position as on requirement.
* Giving training to new staff as per their work profile.

**Wipro BPO, Hyderabad**

Worked as Technical (Chat) Support for Wipro BPO for USA Client.

**Dilasagram Convent High School Ballarpur**

Worked in school as a Instructor to Computer Science for V to X Class .Taught

Students Computer History and Operating System (DOS, Window and MS Offices)

**Zee Next Pvt Ltd (City Cable), Bangalore**

Worked as Technical support for city cable by solving the issues related internet connection

**QUALIFICATION:**

* Completed B Tech, ECE from NIT Warangal ( REC Warangal) ( August 1995 – May 1999)
* Completed Higher Secondary from Guru Nanak College, Ballarsha, Maharashtra, and Nagpur Board. ( June 1993 – March 1995)
* Completed High School from Thapar High School, Ballarsha, Maharashtra, and Nagpur Board. (June 1992 - March 1993)

**COMPUTER SKILLS:**

* Completed Oracle 10g DBA
* Knowledge of computer languages C,C++
* Complete Knowledge of MS Office and Internet Savvy.

**EXTRACURRICULAR ACTIVITES:**

1. Excellent communication skills.
2. Excellent in adapting and quick learning new skills.
3. Excellent team player and good team management skill.

**PERSONAL:**

Date of Birth : 28th October 1977

Marital Status : Married.

Strength : Hardworking, Honest, Punctual, Quick Learner and Adjustable in any environment.

Hobbies : Listening Music, Dance

1. Language Known : English, Hindi, Marathi and Basic Telugu
2. **PLACE: HYDERABAD** **RACHANA BHIVGADE**