

Neelam Kushawaha

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PROFESSIONAL

SUMMARY

To secure a position in a field related to my experience that could provide opportunity to prove my worth and be an asset to the company, and to be able to enhance and develop my skills, knowledge, resourceful, innovative and abilities through flexibility and hard work.

SKILLS

Communication

Team Work

Problem Solving

Ability to work under pressure

Confidence

Leadership

Positive Attitude

Keen on learning new things

WORK

HISTORY

09/2018 to Till Date Academic Coordinator

IEIBS Akademia

- Handling Regular Batches for PGDM & MMS Program
- Coordination with Faculty Members & Students
- Coordination with internal departments (Placement, Finance & Examination)
- Closely worked with Examination department
- Coordination with other Campuses.

05/2014 to 10/2017 Assistant Manager – Course Co-ordination

IEIBS Akademia

- To provide support for the academic work including the preparation of course handbooks, class lists and registers.
- To maintain details of past course assignments and examination papers and make these available to staff and students when required
- To act as the point of contact to provide advice and help to students with respect to academic issues, liaising with colleagues where necessary
- To organize arrangements for examinations, progress chasing on continuous assessment and marking of exam scripts, together with the associated monitoring of student progress with tutors, particularly regarding attendance.
- To maintain up-to-date mark sheets for Undergraduate students and to provide statistical information on past and present students as and when requested, to input data to the student record system.
- To deal with changes relating to seminars and workshops, including allocating, monitoring and maintaining student groups
- To assist the organization of the internal and external examination boards, and to take an accurate record of the meetings.
- To assist in the maintenance and updating of databases, with particular regard to the system, and ensuring University Policy and Data Protection is adhered to.

- Coordinate various faculty searches and maintain faculty search database.
- Collaborate with faculty to conduct new student workshops.
- Assist in managing schedule, student payroll, rooms and instructional supplies for workshops and other study programs.
- Coordinates the student registration process for on-campus.
- Enrolls students in Campus, updates student contact information, enters assessment test scores, and other daily processes.
- Develops a weekly class schedule and participates in weekly attendance meetings.
- Monitors students who withdraw from courses and improves processes to increase retention; monitors registrations to ensure accuracy in academic advising.

01/2013 to 09/2013 Sr. Counselor cum Centre Coordinator

Animax Studios (INDIA) Pvt. Ltd.

- Responsible for Sales/Revenue
- Handling enquiries (Walk-ins/Telephonic/Web)
- Handling Batch Management/Placement
- Preparation of MIS report.
- Handling Students & Parents Query
- Co-ordination with Head office/Zonal office/Directors/Faculties
- Maintaining students records in the company software(ERP)
- Handling Marketing activities (Tie-up/Data collection/Seminar)

12/2011 to 12/2012 Branch Executive

IFEN (ICFAI University)

- Handling Web Enquiries/Web Data
- Generating references through existing student database.
- Documenting and Maintaining reports on daily basis.
- Generating appointments on available database.
- Data Maintenance in company software.
- Attending Cold Calls / Canopy Activities (Field work)
- Handling Sales Team (counselor & marketing executive)
- Generating Sales/Revenue

08/2010 to 12/2011 Senior Academic Counselors

The Institute Of Computer Accountant (ICA) InfoTech

- Handling the front desk (walk-ins/telephonic/web)enquiries
- Promotional advertising through calls/SMS/ mailing
- Scheduling & allotting batches
- Handling Accounts (collection/petty cash/salary/expenses)
- Preparing reports on daily basis (Walk-ins/collections/registration/admissions)
- Issuing Study materials, Id-card, Certificates
- Participating in all activities mentioned for marketing and sales.
- Maintaining Student data base in excel format

EDUCATION

2018	Pursuing PGDM – Recognized by UGC-DEB, Govt. of India Welingkar Institute of Management Development & Research
2008	Bachelors of Commerce - Mumbai University Pillai's College of Arts, Commerce & Science
2005	Higher Secondary Certificate Commerce with Mathematics Changu Kana Thakur College - Maharashtra State Board

2003

Secondary School Certificate - Maharashtra State Board
I.E.S. - Navi Mumbai High School

CERTIFICATIONS

- Maharashtra State Certificate in Information Technology (MS-CIT)
- Diploma in Office Management (DOM)
- Certification in Industrial Accountant (CIA)
- Accounting Package (Tally 5.4 & 9.0)

PERSONAL

DETAILS

- Marital Status Married
- Date of Birth 24th March 1987
- Language Known English, Hindi & Marathi

DECLARATION &

SIGNATURE

I hereby confirm that information in this document is accurate & true to the best of my knowledge.

Place: New Panvel

(Neelam Kushwaha)