**Gulfjobseeker.com CV No:** **126270**

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Submit request through Feedback Link

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# Summary

A result oriented professional with skillful experience in coordination, planning, daily operational and administrative functions

* Demonstrated capacity to provide comprehensive support for executive-level staff including scheduling meetings and effectively managing all essential tasks.
* Proven track record of accurately completing research, reporting, information management, marketing, and business-development efforts within budget requirements.
* Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.
* Highly focused and results-oriented in supporting complex, deadline-driven operations, able to identify goals and priorities and resolve issues in initial stages.
* Proficient in Microsoft Office System, Microsoft Windows® operating system; type 40 wpm.

# Professional Experience

**Institute Of Business Management Studies Vashi - Mumbai Jan – 2011 to June - 2011**

Distance Learning Institute in Management Studies for the working professionals and fulfill the need for the growth in the career.

**Worked as Career Counselor**

Interviewing candidates and guiding them for add on value to their profile.

* Achieving Monthly Enrollments
* Guiding & counseling for MBA aspirants
* Maintaining the records of Students & Enquires
* Queries of the students to be solved as an when required
* Telephonic follow-ups of the enquires
* Planning for the Marketing activities
* Maintaining Logistics Records
* Monthly reports for the branch

**Maya Academy of Advanced Cinematics Powai- Mumbai Nov – 2009 to Jan – 2011**

Encouraging the creative candidates and guide them about the courses in Animation stream along with the details for the placements.

**Worked as Career Counselor**

Provide guidance to the candidates for their career.

* Achieving Monthly Enrollments
* Guiding & counseling for the Animation & VFX aspirants
* Maintaining the records of Students & Enquires
* Queries of the students to be solved as an when required
* Telephonic follow-ups of the enquires
* Maintaining Logistics Records
* Planning for the Marketing activities
* Conducting presentations in various colleges & Private Institutes
* Handling Financial controls at branch level
* Monthly Closings for the Branch
* Monthly reports for the Branch

**Sterling Information Resources Ltd. – Thane - Mumbai Jan – 2008 to Dec – 2008**

Business Process Outsourcing/Call Centre and the provider of employment and student screening services, background investigative services and occupational health services in the United States

**Worked as Verification Specialist**

Provide assistance in verification department for the clients as third party Verification.

* Education Verification with the Institutions, College’s & Universities
* Employment Verification with various Companies
* Achieving Numbers
* Searching various sites and Local search engines to work swiftly
* Maintaining data for verifications done

**Career Forum Ltd: - Thane, Mumbai May 2005 to Nov 2005**

An Institute provides the training to the students who are planning further for the Pre - Post Graduation entrance exams for CAT, CET, XAT, MAT and other exams also.

##### **Worked as Career Counselor**

##### Providing guidance to the MBA Aspirants

* Achieving Monthly Enrollments
* Guiding & Counseling for the MBA Aspirants
* Queries of the students to be solved as an when required
* Telephonic follow-ups of the enquires
* Conducting presentations in various colleges
* Maintaining Logistics Records
* Handling Financial controls at branch level
* Monthly Closings for the Branch

**Godrej Upstream Ltd. (ITES) - Thane, Mumbai Dec-2005 to Aug-2006**

The BPO developing and outsourcing the business for the employees and deliver outstanding online and offline customer service support and the direct sales channel for the all industries

**Worked as Team Leader for (Process) Met Life India Insurance CO. LTD**

* Handling Team (driving numbers)
* Training, coaching & boosting team members
* Hourly Call Report
* IRDA Training & Product Training for Customer Service Representatives
* Call Confirmations & Verification of the Forms
* MIS Reports
* Interviewing the candidates for the Process
* Joining & exist Documentation of the Customer Service Representatives
* Monthly Billing reports of the Process
* Monthly MIS Report of the Process

**Lawkim Limited– Thane, Mumbai Feb-2005 to Dec-2005**

Process (Met Life India Insurance CO. LTD)

A Godrej company manufactures electrical motors and pumps and also runs IT Enabled services specifically BPO services for Indian clients.

**Worked as Direct Telesales Representative**

* Analyzing the financial status of the customer and guide them for the Insurance Policy
* Provide the information to customer and aware them about the benefits of Policy

**Max New York Life Insurance CO. LTD – Mumbai Sept-2003 to Oct-2004**

Leading Life Insurance Company in India that provides the best & reasonably good Life Insurance services & policies in India

**Worked as Financial Advisor**

Guiding the customers about the insurance plans what can be suitable according there Financial Analysis.

* Analyzing the financial status of the customer and guide them for the Insurance Policy
* Provide the information to customer and aware them about the benefits of Policy

#  Educational History

* Graduation in Commerce from K.B.College of Arts Commerce & Science, Second Class
* Diploma in Computer Applications from Microtech Computer Education, first Class

# Personal Details

Date of Birth: **14th October 1980**

Sex / Marital Status: **Female / Married**

Nationality: **Indian**

Languages Known: **English, Gujarati, Hindi, Marathi and Sindhi**