 **RESUME**

**Nikhath**

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**CAREER OBJECTIVES**

Seeking for the opportunities in the field of Sales & marketing/Business development where I can enhance & contribute my multi-tasking knowledge for the growth of the organisation & myself, always want to be a long term asset for the company.

**Total 2 years of experience in Education sector till date.**

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| **Company Name and Profile** | **Job Description** |
| **Bright Institute of information Science**  **Student coordinator & Training Teacher**  **(Feb-2015 to March 2017)**  **2.3 Years’ Experience** | • Develop and implement effective outreach programs targeted at providing effective services to students • Ensure that all outreach programs are aimed at student retention and success • Identify and resolve student concerns by acting as a mediator • Handle incoming inquiries or student concerns • Assist new students through admission processes • Lead existing student through new program registration processes • Prepare and deliver student orientation sessions • Maintain documentation for outreach programs • Participate in development activities aimed at student awareness and retention • Prepare and deliver regular student activity and audit reports • Provide information regarding distance learning programs • Maintain student contact notes and records • Track prospective students from query points to the registration processes • Prepare for and participate in college or school events • Prepare materials for seminars and workshops • Monitor students with identified needs and complete appropriate paperwork • Maintain student case reports and developmental histories • Create and maintain liaison with teachers, counsellor and parents |

**Educational Qualifications**

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| **Course** | **Name of School/College** | **Year of Passing** |
| M.Com | IDSG/Kuvempu University | 2016 |
| BBM | Malnad Education Society | 2011 |
| PUC | Malnad Education Society | 2008 |

**Achievements & Awards in Corporate & personal**

* Best lead generator
* Service excellence award
* Earned highest incentives among the team members

**Professional Skills**

1. A dynamic & multitalented professional with exceptional Education Sector knowledge
2. Proficient in Presentation & communication
3. Proficient in Planning & forecasting
4. Expert in implementing systematic work
5. Good in utilization of all resources

**Personal Traits**

1. Strong leadership & motivational Skill
2. Ability to handle team & able to get the work done from others
3. Ability to handle pressure
4. Have a strong Self-confident & enthusiasm
5. A quick learner & self-motivated person
6. I am always an aggressive & smart worker