 **RESUME**

**Nikhath**

**Nikhath.369402@2freemail.com**

**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