Farida

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I am a candidate looking out for job and I am interested to work with educational organization such as private coaching class school or colleges (any private or government) or else overseas organization which helps student to go abroad for further studies .I would be interested for the post of a Counselor. My first priority is the above mentioned post because I have good experience working as a Counselor for 17 plus years.

I have been working for 11 years as a counselor and administrator manager in a private coaching classes named as Central Classes and 3 years of experience as a counselor + center coordinator with MT EDUCARE LIMITED SCIENCE (MAHESH TUTORIALS), thereafter approximately for one year I worked for Sinhal Classes Pvt Ltd as a Branch Manager and my last experience for 2 years in Ideal Classes as a Counselor.

As a person I can handle all responsibilities and duties of work assigned to me in a well-organized manner. I am highly motivated person who is interested in learning new things at work, can face all circumstances and will remove appropriate solution to get the correct way out. I have good communication and interpersonal skills .I am hardworking person and ready to face all challenges at work.

I hereby request you to give an opportunity in your esteemed organization as it would be a privilege for me to work with the organization. I assure you of my best service in furthering the objectives of the organization.

Kindly let me know in case there are any openings which can put my learning to the right use .

Here with I’m enclosing my detailed resume for your reference .

**Resume**

To see myself as a successful and reputed person in an reputed organization and my career

**Experiences :**

**First Experience:**

**Post : Counselor + Admin Manager**

**Organization: Central Classes**

**Year. : April 1999 to August 2010**

Worked for 11 years as a Counselor + Admin Manager in a private coaching class apart from all this responsibilities I use to handle all management of the classes. My work included lot many authorities .I have a good convincing power and at the time of admission use to counsel all students and deal with their parents and help solve their queries and take admission.

**First Work Experience and Responsibilities:**

* Counselling the students about various courses introduced in the classes.
* Keeping records of student attendance and exam results, time to time informing the parents about their performance in the exam and also about their attendance.
* Keeping check on all non teaching staff and delegating different duties to them.
* Preparation of Monthly payment record of teaching and non teaching staff.
* I use to deal with all the cash and cheque payments of teachers and non teaching staff.
* I use to handle all cash transaction at the time of admission
* I would do all the arrangement for exams proper check kept whether printing of papers properly before the exams. Arranging Supervisors for the exams. Keeping proper check whether sitting allotment properly given to students according to their batches.
* I use to make lecture time table for all the branches as the academic year use to start.
* Extra Lecture if needed for completion of syllabus was arranged and all the other administration related work.

**Second Experience:**

**Post. : Counselor + Centre Coordinator**

**Organization. : MT Educate Ltd. (Science)**

**Year. : September 2010 to September 2013**

Worked for 3 years as a Counselor + Centre Coordinator MT EDUCARE LTD. SCIENCE (MAHESH TUTORIALS).My work included a lot many authorities. I have worked for two branches of MT EDUCARE Matunga and Mazgaon. I have a good convincing power and at the time of admission I only use to counsel all students and deal with their parents.

**Second Work Experience and Responsibilities:**

* Keeping check on junior counselors whether the work which has to be done on daily basis is being done day to day itself.
* Keeping track on Monthly document in the month end should reach our co operate office on time .So there is no delay in payment for Xerox ,petty cash records this all records should reach on time so that we can reimburse the amount from co operate office on monthly basis.
* Test Attendance and Test Marks entered on regular basis so that paper corrector payment is not delayed.
* Lecture attendance and Faculty attendance marked properly so that there is no mistakes in marking faculty attendance so their number of hours is calculated properly and there is no mistakes while calculating their payments
* Absenteeism Students track was kept and parents meeting were taken on regular basis for the student whose absenteeism is less in lectures and test.
* Parents meeting was taken individual basis or in group regular in two month period to share their child improvement and progress.
* Cancelled Lecture, Overshoot Lecture Status record was kept .
* Timetable copy was received from Co operate office but if any extra lecture needed on branch level was arranged on branch level. Kept proper track with student and teacher whether completion of syllabus is been done as per time table.
* Area Meeting was taken weekly and for the center which I was in charge I use to represent that center in the meeting. where I was answerable for all the issue related to the academic and non academic part
* There was much other day to day work done in educational institute.

**Third** **Experience** :

**Post. : Branch Manager**

**Organization. : Sinhal Classes**

**Year : December 2013 – December 2014**

Worked for 1year as a Branch Manager in Sinhal Classes. My work included a lot many authorities. I worked for Dadar Branch and was responsible for the whole Branch and had to see that the day to day activities of the branch goes on smoothly.

**Third work Experience and Responsibilities :**

* Keeping check on all office boys, Counselor, Senior Counselor and others that they do their daily work regularly so that all the attendance are marked in the system as well as in manual muster on regular basis weekly test marks and test attendance properly entered in both manual muster and in the system should be updated weekly.
* Follow up on test papers properly received from head office or not after checking and a fixed weekly day was decided where we would distribute the papers to the students and weekly SMS was sent to parents that checked test papers and distributed.
* Keeping proper track on monthly records we had to send Xerox, Petty Cash records etc. on monthly basis to our head office on fixed date decided by the head office but all this records of expenses was entered manually and in computers on daily basis.
* Parents meeting would be held up monthly to explain the student’s performance of test and if absenteeism is more then also parents meeting were conducted.
* Cancelled and overshoot lecture if needed then had to arrange on Branch level or would tell the time table department so that they can arrange for the branch.
* Whole monthly time table was given by the head office and we had to display on the notice board as well as students were also informed accordingly.
* Meeting was arranged monthly for all Branch Manager’s where we had to present report to our Zonal Manager.

**Fourth Experience :**

**Post. : Counselor**

**Organization. : Ideal Classes**

**Year. : January 2015 to December 2016**

Worked for 2 years as a Counselor in Ideal Classes .My work included many authorities basically at the time of admission phase I use to look after the admission of the institute.

**Fourth Work Experience and Responsibilities:**

* I had to allot work to my junior counselor
* Keeping check of all the lectures going on smoothly in the center
* Tracking of portion was my responsibility I had to see that the lectures allotted for a certain topic accordingly the topic should be completed by teachers if not then extra lectures had to arrange for that topic talking with the seniors
* Monitoring student performance and informing their parents accordingly if they are not feeling well as well as keeping parents meeting on regular basis to discuss regarding the child performance and guiding the students and parent that how the child can work on improving his performance .
* Test papers were kept ready one day priory coordinating with the printer
* Supervisor were arranged weekly for the exams
* SMS of Marks done to the parents so that they get and idea that how the child is performing in the exams.
* Student Attendance and Faculty Attendance entered in the system and muster and if Faculty coming late regularly would inform our higher authorities and regarding students if lot of absentees then informing their parents
* Weekly meeting was arranged by the seniors where all the points were discussed and for our center I was answerable to the seniors.
* Much other day to day work in the education center was taken place.

**Education Qualification:**

T.Y.B.Com Exam from Mumbai University cleared with Pass Class in the year 2015.

HSC from Burhani College with Pass Class in the year 2005.

SSC from St. Joseph’s High School with Second Class in the year 1994.

**Other Qualification and Skills:**

* Basic Knowledge of Computer.
* Willingness to undergo training on new platforms for better prospects.

**Languages Known:**

* **English, Hindi, Marathi and Gujarati.**

**Hobbies and Interests:**

* Reading
* Love interacting with people

**Personal Details:**

Date of Birth. : 24th August, 1978

Marital Status. : Married

Gender. : Female

Nationality. : Indian

**Declaration:**

I Farida M Ezzi do hereby declare that the information given above is true to the best of my knowledge.