**urvashi**

 **Admission Manager**

MBA – HR Management

Contact:

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Objective:

To work in a globally competitive environment and work on challenging projects which provides ample opportunities for learning and makes full use of my talent, experience, skills and gives me an opportunity for growth.

# **Summary:**

# More than6 years of intensive experience in handling back office and Administration of Educational and Teaching Institutes.Handled positions starting from **AdminTrainee, Counsellor,Admin Executive, Assistant Admission Manager and Admission Manager.** Skilled in all aspects of Administration and HR Management.

Qualification / Academic Background:

### Masters of Business Administration (MBA) in HR Management from Sikkim Manipal University (SMU), INDIA. Year 2012

### Masters of Arts (MA)in English Literature from Jai Narayan Vyas University, INDIA. Year 2011

### Post Graduate Diploma in Business Management (PGDBM)in HR Management from Mind Pool School of Management, INDIA. Year 2008

### Bachelor of Science (BSc)in Biology from Maharshi Dayanand Sarasvati University, INDIA. Year 2007

Professional experience and significant achievements:

Following is my career spectrum showing my work experience and skills:

**Value Education, Group of Reliance Industries**

From 01st JANUARY 2013 till 28th FEBRUARY 2015

Position Handled:**ADMISSION MANAGER**

**The company**: Incepted in 2008 as Value Education – The Corporate B-School, now rechristened as **Value Institute of Marketing and Entrepreneurship (VIMED)**, the Institution has had a long association with national level professional training brands.

The nature of work includes:

* Counselling the student and their parents about courses and The Institute explaining the benefits and future prospects.
* Taking care of the admission process of students in various courses.
* Coordinating with university to get students registered.
* Handling queries of the students regarding academics and giving them training to improve their personality.
* Handling HR Administration related to Student admission.

**Times Business School (TBS), Ahmedabad – India.**

Website:<http://timesacademy.co.in>

From 01st JANUARY 2012 till 31ST DECEMBER 2012

Position Handled:**ASST. ADMISSION MANAGER**

**The company**: TBS is one of the largest professional training institutions in India having branches in 4 locations. Over the last 12 years, TBS have gained a reputation for providing high quality professionals to different industries, not only in India but all over the world.

The nature of work includes:

* Handling HR Administration related to Student admission.

**Federation of Universities, Jodhpur– India.**

Website:<http://www.icfaiuniversity.in>

From 03RD AUGUST 2009 till 07TH DECEMBER 2011

Position Handled:**ADMIN EXECUTIVE**

**The company:**The Federation of Universities (FedUni) is an association of Indian Universities founded by statutory universities. FEDUNI is a promotion and development department of ICFAI universities .It has 160 offices across the India which are promoting programs of ICFAI University.

The nature of work includes:

* Preparing schedules for exams, coordinate the same with student, preparing of DSR (daily sales report) as it is a part of promotion and development activity.
* Arranging seminars for students.
* Making of agendas for the meeting.
* Taking care of stock and remittance of prospectuses for different–different programs.
* Guiding students to choose best campus to excel their future.
* Preparing of monthly reports of attendance as well as D.A.
* Given seminar on the topic of time management and Stress management.
* Handled and arranged selection briefings for the student in different-different programs promoted by our organisation.
* Learnt how to handle Quarries of an audit manager and carry out the work in more effective, efficient and positive manner through the experiences and knowledge.
* Good communication skills in terms of dealing with the co-ordination with the Registrar and the head of the department at the University for the Admission of students and Motivational skills require motivating the students about their future.
* Has qualified as an Achiever in the winner’s circle IBSAT 2009 and qualified for a trip to Pondicherry.

 Attended training programs during my work period to increase my skills and to give my best to the organisation.

**Mind Pool School of Management,Jodhpur - India**

From 01ST APRIL 2008 till 30th April.2009

Position Handled:**TRAINEE, COUNSELLOR**

**The company**: The Mind Pool School of Management, Journalism and Media is an initiative by Rajasthan Patrika to impart quality education in the field of management, journalism and media.

The nature of work includes:

* Preparing Agendas and schedules for the classes, communicate the same with the students.
* Taking meetings with faculty members and the management.
* Arranging examination schedules etc.
* Took classes of Human Resource Management, Business communication and specialized subjects in HR.
* **Interests:**

**Knowledge about HR:**

* I have completed the course of HR journalist to get practical exposure from the Asia web media,New Delhi in 2011.

**Interests:**

Travelling, Painting and Dancing

**Personal details:**

Date of Birth: 01st May.1987

Nationality: Indian

Current Location: Dubai, UAE

VISA Status: Spouse VISA

Driving Licence: Holding Valid UAE Driving Licence

**Declaration:**

I hereby declare that the information furnished above is true to my knowledge.

Place and Date:

Dubai

 **Urvashi**