**Email:** [**Berteena.380475@2freemail.com**](Berteena.380475@2freemail.com)

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Berteena

Objective

To work in a dynamic environment comprising of people with high potential. Also, to contribute enormously to the growth of the company while learning from it as well. Overall, I aim to be a global citizen and work not just towards the company goals but also for the betterment of the society.

Professional Summary

**Presently working with Canapprove Immigration Services LLC, DUBAI. As Manager -education (USA & Canada,). From July 2017 till date.**

**Job Profile**

* Advising potential students on overseas education and converting the candidates to applicants.
* Doing applications for the universities, and filing visas.
* Tele calling and follow-ups,
* Managing emails, letters & couriers.
* Giving training to the new staffs and the juniors
* Arranging Interviews, and giving presentation for the team
* Conducting product training online to the counselors in the Dubai and India.
* Coordinating with the media and marketing team, as a part of marketing activity.
* Client relations and support.
* Pulling the staff report and analyzing the performance and motivating them to perform.
* Maintain and develop computerized customer and prospect database.
* Preparing marketing plans and implementing the same to generate leads.

**IDP Education India Pvt. Ltd. From May 2016- June 2017**

**As Senior Education Counselor for Canada.**

**Job Profile**

* Advising potential students on overseas education and converting the candidates to applicants.
* Doing applications for the universities, and filing visas.
* Tele-calling and follow ups,
* Managing emails, letters & couriers.
* Giving training to the new staffs and the juniors
* Travel & Accommodation assistance for students.
* Arranging Interviews, and giving presentations for the team.
* Maintain and develop computerized customer and prospect database.
* Organizing the fairs, and pre-departure events.

**Edwise International LLP. From March 2014- April 2016.**

**As Senior Education counselor for Canada and USA.**

**Job Profile**

* Advising potential students on overseas education and converting the candidates to applicants.
* Doing applications for the universities, and filing visas.
* Tele calling and follow-ups,
* Managing emails, letters & couriers.
* Giving training to the new staffs and the juniors
* Travel & Accommodation assistance for students.
* Arranging Interviews, and giving presentation for the team
* Maintain and develop computerized customer and prospect database.
* Organizing the fairs, and pre-departure events.

**WWICS Group Ltd, As Senior Education Counselor (Bangalore Branch) from 2013 June till February 2014.**

**Job Profile:**

* Counseling the students to go for study overseas, in the countries like Australia, Canada.
* Doing the Visa filing Documentation.
* Managing emails, letters & couriers.
* Giving training to the new staffs and the juniors
* Travel & Accommodation assistance for students.
* Sales organization planning and development
* Maintain and develop computerized customer and prospect database.
* Undertaking works assigned by the Branch Head.

**Company: Brain Storm Educare Consultancy Role: ADMINISTRATOR/SENIOR COUNSELLOR from Jan 2007– 2012 Jan**

**Job profile**

* Managing emails, letters & couriers.
* Giving training to the new staffs and the juniors
* Advising potential students on overseas education opportunities
* Advising students on application procedures, visa applications, applying for accommodation and preparing students for their higher studies.
* Travel & Accommodation assistance for students.
* Arranging spot admission meetings with foreign university faculties for students.
* Maintaining accounts for the centre.
* Maintaining accurate ledger and computer records of students
* Communication and co-ordination with overseas staff.
* Handling stationery and other administration duties.
* Undertaking works assigned by the Director of Cochin Operations.
* Ensuring general running of the office to guarantee smooth operations
* Staff management, motivation, training and development of staff responsibilities.
* Maintain and develop computerized customer and prospect database.
* Schedule and conduct department meetings.

**Company :“SUTHERLANDGLOBALSERVICES”**

**Role :MORTGAGE UNDERWRITIER**

**Period : June 06 – August 07**

**Job profile**

* Evaluating the income, assets, liability and collateral of the customer.
* Underwriting mortgage loans and approving /rejecting loans
* Approving the mortgage for the customers in United States through online

Company : **BPL MOBILE CELLULAR LTD, COCHIN BRANCH**

Role : CUSTOMER SERVICE EXECUTIVE

Period : Jan 2003- Feb 2005

**Job profile**

* Maintaining file and registers in the office
* Data management
* Maintaining all the correspondence records
* Overall documentation of all files and records
* Handling accounts
* Maintaining good business relation with the Customer.

Declaration

I hereby declare that the above written are true to the best of my knowledge and belief.

**Last updated on: 19-May-18**

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