

Divya JR

No-4, Lakshmi venkateshwara Nilaya

6th Cross, Manjunath Nagar

Nagasandra post, Bangalore-560073

Mobile Number-9741837431

Email ID-divyagirigowda@gmail.com

Education:

BCOM:2005

Sri sai College for women: Bangalore

Professional Summary:

Energetic, hard worker with self-motivated qualities. Experienced in working with a diverse population. Dedicated team player with effective learning skills.

Skills:

- Self Motivated
- Good communication

Work History:

Senior Academic advisor:05/2017 to 1/1/2022

Team lead:1/1/2022 to current date

Seamless Education Services pvt ltd-Bangalore

- Ensuring team members are motivated and have a balanced workload
- Identifying training requirements and ensuring same is delivered in time
- Answered student inquiries and resolved problems related to curriculum and course prerequisites
- Counsel the student and direct them into right program

- collect all relevant document and verify them before admission
- conduct entrance test for all the student individually
- Based on their performance in entrance test counsel them for suitable program
- convert eligible students for admission
- Fees collection
- Document collection according to University guideline
- Maintaining student details in software
- perform related duties as assigned

Senior Academic Advisor:11/2016 to 5/2017

Maya Academy of Advanced Cinematic-Bangalore

- Answered student inquiries and resolved problems related to curriculum and course prerequisites.
- counsel the students ,understand what they are looking for in their career and make them register to the course we provide based on their interest
- convert enquires to admission
- Maintaining student details in software
- Fees collection
- perform related duties as assigned

Senior Academic Advisor:11/2014 to 10/2016

ACE Creative Learning pvt Ltd-Bangalore

- Counsel the student and direct them into right program
- collect all relevant document and verify them before admission
- conduct entrance test for all the students individually or group
- Based on their performance in entrance test counsel them for suitable program
- convert eligible students for admission
- Fees collection
- Document collection according to PU guideline
- Maintaining student details in software

Senior Academic Advisor:09/2012 to 10/2014**Epitome Technologies-Bangalore**

- Answered student inquiries and resolved problems related to curriculum and course prerequisites.
- Counsel and advise students individually or in groups on choosing an academic program
- convert enquires to admission
- Fees collection

Academic Advisor:06/2009 to 07/2014**Indian Service Machine-Bangalore**

- Answered student inquiries and resolved problems related to curriculum and course prerequisites.
- counsel the students ,understand what they are looking for in their career and make them register to the course we provide based on their interest
- Fees collection
- perform related duties as assigned

Personal Information

Father Name : Ramachandra J C

Date Of Birth : 20/6/1985

Marital Status : Married

Languages Known : English, Kannada

Hobbies : Watching Movies, Reading Books

Declaration

I would like to approach you for the above post in your prestigious organization to my qualification. I will assure that I will do my work sincerely with my maximum efforts to satisfy you.

Looking forward to here from you at the earliest.

Thanking you,

Your's faithfully

(DIVYA.JR)

Date:

Place:

