

CONTACT

- +91-8848627061
- jinisha52@gmail.com
- Sarjapura, Bangalore

EDUCATION

SIENA COLLEGE OF PROFESSIONAL STUDIES, MG UNIVERSITY

2011 - 2014

- Bachelor of Computer Applications - 55.25%

EDWARD MEMORIAL H.S.S

2009-2011

- PCMB - 72%

ST. MARY'S ANGLO INDIAN GIRL'S HIGH SCHOOL - FORTKOCHI

2009

- SSLC - 77%

SKILLS

- Administrative Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Problem Solving & decision Making

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi
- Kannada

MARY JINISHA

PROFILE

As an experienced administrative professional, I have a proven track record of providing exceptional support in fast-paced office environment. With expertise in office management, scheduling and communication, I am dedicated to ensuring smooth day-to day operations and facilitating organizational skills, attention to detail, and proactive problem-solving abilities make me a key contributor to team efficiency.

WORK EXPERIENCE

● National Public School

AUG 2025- MAR 2026

Admission Counselor

- Managed end-to-end admission counseling for prospective parents and students across multiple branches.
- Conducted regular follow-ups via calls and virtual communication to convert inquiries into admissions.
- Supported admissions for NPS ITPL and NPS North during transition to remote operations.
- Handled weekend on-site responsibilities at ITPL branch, including walk-in inquiries, front desk coordination, and parent interactions.
- Invigilated entrance examinations and ensured smooth execution of admission processes.
- Assisted with Edufrontiers Teacher Training Academy admissions and coordination.
- Maintained admission records, tracked leads, and ensured timely communication with applicants.
- Demonstrated flexibility by adapting to work-from-home operations while maintaining productivity and engagement.

● St. Philomena's Public School

Mar 2021-Mar 2025

Admission Counselor

- Provide information to prospective students and their families about the school's programs, facilities, and admission procedures.
- Guide parents through the application process and assist with filling out forms. Organize and manage school tours for new families
- Maintain an updated database of applicants, track progress, and ensure timely responses.
- Assist with organizing entrance exams and interviews for new students.
- Coordinate communication between admissions and other departments as needed.
- Assisted in the front desk operations
- Assisted in daily administrative operations and coordination.
- Managed documentation, records, and internal communication.
- Maintained accurate attendance records and coordinated weekly staff meetings to streamline administrative operations.

● The Ignist Enlightenment Pvt. Ltd

May 2015 - Jul 2017

Sr. Training Coordinator

- Instrumental in coordinating with the internal team members and clients.
- Handling customer support team Selected and assigned instructors to conduct training as per the client needs Monitored, evaluated and recorded training activities using pre- and post-assessment tools.
- Managed training charts to inform participants of upcoming training session topics and dates.
- Monitored training costs and negotiated contracts with clients for desired training outcomes, fees or expenses.
- Documented data related to attendance, results, evaluations.

● Sutherland Global Services

Nov 2014-Apr 2015

Technical Consultant

- Troubleshooting a variety of devices including phones, tablets and laptops
- Setting up and configuring new computer networks, printers, scanners etc Diagnosing and removing viruses and malware
- Updating/repairing operating system issues, including conflicts with driver; organizing files and folders, defragmenting hard drives.

REFERENCE

Tumpa Nandi

HR, National Public school -ITPL

Phone: 6464856022

Email : hr@npsitpl.com

Janaki Patil

Sr. Admission Counselor, NPS ITPL

Phone: 6464856024

Email : admission2@npsitpl.com