



Philomena Joseph

HEAD CAREER ADVISOR & OUTREACH PROFESSIONAL

Contact Details

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Location: New Delhi, India

Core Competencies

- Career Counselling
- Ability to effectively work with parents
- Can motivate students
- Provides interactive communication skills learning.

Internships & Projects

- Project with Hope Foundation, India as Governance Assistant.
- NDTV India as Correspondent Reporter
- ICYM Youth leader Movement, India
- AISEAC, Campus Ambassador
- Vice - President at Abacus Edu Consultants India
- Project Head at Parkgenie Parking Solution
- Project Head - Southeast Asia Region at KD International, Saudi Arabia.

Professional Summary

Dedicated Career Advisor and Outreach Specialist with a proven track record of empowering individuals through targeted career guidance, strategic outreach, and impactful community partnerships. Known for a "go-getter" personality and praised by peers as a well-wisher who uplifts others. Skilled in building meaningful connections and driving engagement to support long-term career success.

WORK EXPERIENCE

KD INTERNATIONAL, RIYADH, SAUDI ARABIA,

Head Career Advisor & Outreach, MENA Region, 2024 - Present

- Develop and implement outreach strategies to promote career services and increase community engagement.
- Build and maintain partnerships with employers, community organizations, schools, and other stakeholders.
- Organize and lead career fairs, job readiness workshops, employer panels, and networking events.
- Represent the organization at community meetings, events, and forums.

KASIGA SCHOOL, DEHRADUN, INDIA

Career Counselor & Outreach, 2023 - 2024

- Successful in providing university offer to Grade 12 students for UK, Canada, USA and in India.
- Providing students, parents, and guardians with information regarding admissions requirements and processes, financial aid applications, enrollment issues.
- Engaging in and overseeing promotional events, campus tours, student interviews, and other outreach activities in India and Abroad.

KNOWLEDGEUM ACADEMY, IB SCHOOL, BENGALURU, INDIA

Career Advisor & University Relations, 2021 - 2023

- Successful in providing university offer to Grade 12 students for UK, Canada, USA and in India.
- Providing students, parents, and guardians with information regarding admissions requirements and processes, financial aid applications, enrollment issues, or other procedures.
- Engaging in and overseeing promotional events, campus tours, student interviews, and other outreach activities in India and Abroad.

RELIANCE STUDY ABROAD & IMMIGRATION, DUBAI, UAE

University Relations & Student Recruitment, 2019 -2021

- Assist students with researching, selecting, and applying to universities worldwide (UK, US, Canada, Europe, Asia, etc.).
- Support with writing personal statements, college essays, and preparing application documents.
- Coordinate with teachers to provide recommendation letters and predicted grades.
- Organize university visits, fairs, and workshops with admissions representatives.

ST. XAVIER'S COLLEGE,BENGALURU, INDIA

Founding Member & Student Recruitment & Outreach Head, 2016 - 2019

- Assisting in the student recruitment and decision-making process.
- Hold parent information sessions to discuss global admissions trends and opportunities.
- Partner with alumni and local organizations to broaden student exposure to real-world careers.
- Maintain records of student plans, applications, and placements.
- Generate reports on student outcomes, trends in university placements, and success rates.

Languages

- English
- Hindi (Indian Language)

Awards & Certificates

- Certified by Heriot-Watt University
- Certified by IDP, India
- Certified by Mindler as International Certified Career Coach
- Certified Career Coach by Udemy
- Certified & Recognized by Indian High Schools for conducting career sessions
- Certified for conducting CV Writing sessions by Indian Catholic Youth Movement.
- Honoured by Garden City University for Youth Career Guidance & CV Writing

Passport

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Academic Profile

UNIVERSITY OF SUNRISE, RAJASTHAN, INDIA

PhD In Mass Communication, 2023 - 2026

- Head of the Mass Communication Department.

GARDEN CITY COLLEGE, BANGALORE UNIVERSITY, INDIA

MA In Mass Communication & Journalism

- First Class Distinction, 2014 - 2016

JESUS & MARY COLLEGE, DELHI UNIVERSITY, INDIA

BA (Hons) In Sociology, 2011- 2014

CARMEL CONVENT SCHOOL, NEW DELHI, INDIA

High School, 2009 - 2011

LORETO CONVENT SCHOOL, NEW DELHI, INDIA

High School, 1996 - 2009

Skills and Abilities

- Innovative Career Guidance
- Leadership Skill
- Public Speaking
- Communication Skill
- University Relations