

BARKHA ROHILA (Manager admissions and admin)



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Hands-on experience :	Results-driven Admission and Admin Manager with 9 years of experience in overseeing student admissions, administrative operations, and institutional compliance. Skilled in streamlining admission processes, managing student records, coordinating with academic departments, and enhancing operational efficiency.
Peak academic achievement :	B.Com, Post Graduation in (Eng.)/ Diploma in Mass Communication

Career Objective

To join organization which offers enthusiasm professionalism and commitment To Performance and offer significant authority responsibility and opportunity for growth and learning and to gather the wealth of experience and skills to rise up the corporate ladder.

Professional highlights

Worked in Manipal Academy of Higher education MBA , MSC DATA SCIENCE, MSC BUSINESS ANALYTICS AND OTHER Degree as well as certification Courses (UNEXT LEARNING PVT. LTD. As on the post of Assistant Manager from June 2022 to Till the date.

Roles and Responsibilities: Handling working professionals as well as Parents and candidates Counseled them and given all the relevant information's to convert them into the successful enrollments Leads identifications and generation.
Handling the team and helping them for trainings and closures CRM activities find out the Cold ,Warm and Hot leads and convert them into the enrollments .
Checking the documents of all the enrolled candidates cross verifying and than submitting into the University portal.

Worked in TIMES OF INDIA (TIMES PROFESSIONAL LEARNING)

as Sr. Admission Coordinator as for Banking(ICICI,HDFC,IDFC,KOTAK MAHINDRA) Banks, Logistics and Wealth Management Courses with Job recruitments in different banks from Dec2020 to May 2022.

Roles and Responsibilities:

Handling the different candidates and working professionals who were interested into getting the training in the Banking domain and taken their enrolments by guiding and convincing them.

Recruited the same professionals as well as the candidates for the different banks . Kept an eye on the new applications converting them for the new enrollments and taken them for the final process of recruitments.

Done job in FIITJEE EDUCATION PVT. LTD

(An Institute preparing for IITJEE,NTSE,OLYMPAIDS, KVPY) as a Admission Manager. (29th Dec 2016 to 17th Feb. 2020)

Roles and Responsibilities: Client Relationship as in Parents and Candidates relationship.

Marketing and sales strategy making and convert the enquiry into the final enrolments by nurturing them .

Worked in Concentrix Bangalore as a Process Coordinator. (15thMay 2015 to 17th Dec 2016)

Done job as abroad students Sr. Counselor as well as recruiter in IMS CAREER MAKER (Institute for the preparation of MBA,IIT JEE ,NEET ,CA ,CS etc) 12thMay 2013 to17th Dec 2014

Educational Profile

Course of Study	Subjects
Secondary	Eng. Maths, Sci. Sans,Sst, Hindi
Higher Secondary	Mass communication
Graduation	Commerce
Post Graduation	M.A. In English Literature

Technical qualifications:

Sr. No.	Course of Study	Course studied	Univ./Institute
1.	Certification in Digital Marketing	Canava, website designing, more study in Social platforms awareness	Digitalazadi.in

Software Skills

Operating Systems - MS Office - MSWord, Excel, PowerPoint
Others - Internet & E-mail utilities

Strengths & Non-Technical Skills

Self Confident, Determined, Sincere
Creative, Innovative, Optimistic and Entrepreneurial Outlook
Actively Motivating oneself and the others
Excellent Leadership, Interpersonal and Communication Skills
Using Logic & Reasoning for Solutions, Conclusions or Approaches to Problems
Hard Working & Willingness to learn
Active Team Worker
Strong initiative, flexibility and adaptability
Excellent influencing skills

Hobbies & Interests

Interact with people,

Making New Friends & Traveling

I hereby Declare that all above facts are true and I promise to fulfill all the works and responsibilities honestly given to me by the Company.



(Berkha R)

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