

SAILAJA GUDDETI

📍 Bangalore, India

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PROFESSIONAL SUMMARY

Experienced education professional with 8+ years in international school environments, specializing in admissions, student counseling, and academic support. Proven ability to manage end-to-end admission processes, guide students in academic and career planning, and build strong relationships with parents and faculty. Brings a unique blend of technical and administrative expertise with international exposure.

CORE SKILLS

- Admissions & Enrollment Management
 - Student Counseling & Career Guidance
 - Parent & Stakeholder Communication
 - Academic Coordination
 - Event & Program Management
 - ERP Systems & School Administration Tools
 - Conflict Resolution & Student Support
 - Microsoft Office & Google Workspace
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PROFESSIONAL EXPERIENCE

Admission Counselor

DPS International School, Ghana

📅 May 2019 – October 2021

- Managed end-to-end admission processes, including student enrollment, orientation, and parent engagement
- Counseled students (Cambridge Secondary & A-Level) on academic planning and career pathways

- Acted as a key liaison between parents, teachers, and administration, improving communication efficiency
 - Supported university application processes and student portfolio development
 - Organized school events, recruitment drives, and student engagement programs
 - Delivered classroom sessions on goal setting, communication, and personal development
 - Coordinated with faculty to support students with special needs and high-performing students
 - Maintained student records and attendance using ERP systems and digital tools
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Student Counselor

Lakshya International School, India

 May 2016 – November 2018

- Provided academic and socio-emotional counseling to students across grade levels
 - Guided students in study skills, time management, and conflict resolution
 - Collaborated with teachers and parents to support student development
 - Assisted in planning academic schedules and extracurricular activities
 - Conducted counseling sessions and workshops for student well-being
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Project Manager – Technical

Photon Energy Systems Ltd., Hyderabad

 Feb 2013 – April 2015

- Led solar PV projects including system design, feasibility analysis, and execution
 - Managed procurement, vendor evaluation, and system implementation
 - Coordinated with architects and engineers to integrate solar solutions into infrastructure
 - Conducted technical training sessions for clients and internal teams
 - Supported regulatory approvals and system commissioning
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R&D Engineer

Shalivahana Green Energy Ltd., Hyderabad

 Dec 2009 – Jan 2013

- Designed and developed procedures for electronic circuits in solar PV systems
- Conducted material inspections and quality control processes
- Monitored project progress and prepared technical reports

- Developed testing and inspection standards for electrical components
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EDUCATION

B.Tech in Electronics & Communication Engineering

Jawaharlal Nehru Technological University

Diploma in Electronics & Communication Engineering

Sri Padmavathi University, Tirupati

ACHIEVEMENTS

- Secured **All India Rank 119 (99.71 percentile)** in GATE 2009
 - Achieved **92.5% (Grade A)** in IT Aptitude Test (CMC)
 - Secured Rank 494 in ECET Examination
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TECHNICAL SKILLS

Software: MS Office (Word, Excel, PowerPoint), Google Workspace

Technical Tools: VHDL, Xilinx, ngSpice, Embedded Systems

Programming: C, Basics of Linux

ADDITIONAL INFORMATION

- International work experience (Ghana)
- Strong interpersonal and communication skills
- Ability to manage multiple responsibilities independently