




# NITENDER SINGH CHOUHAN

 Room No. 216, Building-49, Phase-1, Al khail Gate, Alquoz, Dubai

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**POST APPLIED:** Administrator/Co-Ordinator

**SUMMARY:** To have a career with a progressive organization that gives me scope to update my dynamically works towards the growth of the organization.

**SKILLS:**

* Strategic decision making	* Student Support
* Dynamic Leadership	* Academic Support
* Customer relationship management	* Individual Counseling
* Team motivator	* Problem-solving abilities
* Bookkeeping and time management	* Self Motivation

**EXPERIENCE** **ADMISSION CONSULTANT, 01/2023 – 06/2024**

***Saheed Bhagat Singh College, Rewari, India***

- \* Organized campus visits and tours for prospective students and families.
- \* Maintained up-to-date knowledge of college entrance policies, procedures, standards and trends in higher education.
- \* Attended conferences or workshops related to college admissions practices.
- \* Created marketing materials such as brochures, flyers, newsletters and Web pages related to admission programs.
- \* Provided guidance and support to students throughout the admissions process.
- \* Responded to inquiries from prospective students and parents via phone, email and in person, providing timely and accurate information.

**ASSISTANT MANAGER IN MARKETING, 02/2022 – 12/2022**

**JECRC, University, Jaipur**

- \* Organized training sessions for new hires to familiarize them with the workplace environment.
- \* Monitored employee attendance records, timekeeping and payroll information.
- \* Conducted regular performance reviews for employees to identify areas of improvement.
- \* Established processes for monitoring customer satisfaction levels.
- \* Provided guidance and support to Junior staff members on daily tasks, projects etc.
- \* Attended conferences or workshops related to college admissions practices.
- \* Created marketing materials such as brochures, flyers, newsletters and webpages related to admissions programs.
- \* Responded to inquiries from prospective students and parents via phone, email and in person, providing timely and accurate information.
- \* Seminars held in rural and urban areas to motivate students and parents regarding university courses.
- \* Conduct orientation programs.
- \* Relationship management.

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**ADMINISTRATIVE ASSISTANT – CUM CO-ORDINATOR, 10/2008 – 03/2020****P.R.B.S., College of Polytechnic, Khatod, Mahendergarh, India.**

- \* Updated contact list of key stakeholders including students parents and guardians, teachers and staff members.
- \* Organized and maintained Principal's calendar, scheduling meetings and appointments as needed.
- \* Answered telephone calls and routed messages to appropriate personal in a timely manner.
- \* Coordinated travel arrangements for the Principal including flights, hotels, car rentals.
- \* Ensured that confidential information is handled properly in accordance with established policies and procedures.
- \* Greeted visitors, collected information from them and directed them appropriately.
- \* Tracked attendance records of faculty and staff members on daily basis.
- \* Answered phone calls and emails to provide information, resulting in effective business correspondence.
- \* Handled incoming and outgoing correspondence, including email, mail and package deliveries, ensuring timely distribution.
- \* Create academic policies and planning of budget for extra-curricular activities.

**EDUCATION AND TRAINING****Jaipur National University, Jaipur, 06/2021****MBA (Human Resource Management).****Maharishi Dayanand University, Rohtak, 05/2006****B.E. (Computer Science and Engineering)****Govt. Sr. Sec. School, Tauru, Gurugram, 09/2000****12<sup>th</sup> (Science)****Mewat Model School, Nuh, Gurugram, 06/1996****10<sup>th</sup>****PERSONAL PARTICULARS**

<b>Fathers Name</b>	<b>:</b>	<b>Sh. Yogendra Singh Chouhan</b>
<b>Date of Birth</b>	<b>:</b>	<b>06-07-1983</b>
<b>Gender</b>	<b>:</b>	<b>Male</b>
<b>Marital Status</b>	<b>:</b>	<b>Married</b>
<b>Passport No.</b>	<b>:</b>	<b>U-5979291</b>
<b>Nationality</b>	<b>:</b>	<b>Indian</b>
<b>Languages</b>	<b>:</b>	<b>Hindi &amp; English</b>

**DECLARATION:** I hereby declare that the above given information is true & best of my knowledge. All liabilities of correctness of these statement lies on me.

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**(Nitender Singh Chouhan)**