



NITENDER SINGH CHOUHAN

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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 inquires 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, Mahendargarh, 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****12th (Science)****Mewat Model School, Nuh, Gurugram, 06/1996****10th****PERSONAL PARTICULARS****Fathers Name : Sh. Yogendra Singh Chouhan****Date of Birth : 06-07-1983****Gender : Male****Marital Status : Married****Passport No. : U-5979291****Nationality : Indian****Languages : Hindi & English**

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.

(Nitender Singh Chouhan)