



# MD.SAIFULLAH KHAN

## EDUCATION COUNSELOR

### CONTACT

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 Emirates Accomodation Al  
Garhoud Park, Dubai. U.A.E

### SKILLS

- Excellent Communication Skills
- Negotiation and interpersonal skills
- Proficient in MS Office, Google Sheet
- Customer Service
- Sales Management
- Time Management
- Leadership
- Team Management
- Data analysis and reporting
- Strategic thinking and problem-solving

### LANGUAGE

- English
- Hindi
- Bengali
- Urdu

### PROFESSIONAL PROFILE

Experienced education counselor with a passion for assisting students in pursuing higher education opportunities abroad. Skilled in guiding individuals through the admission process for graduation, post-graduation, and specialized medical and non-medical courses in various countries. Proven ability to provide comprehensive support and personalized guidance to students and their families, ensuring a smooth transition to international study experiences. Dedicated to being a reliable resource and advocate for students' academic and career aspirations.

### WORK EXPERIENCE

#### Education Counselor

#### **Ideal Abroad Education Services LLC.**

**Nov 2023 - Present**

Ideal Study Abroad is a Dubai, UAE based educational consulting company engaged in facilitating the student's admissions to graduation, post-graduation and super-specialization in Medical as well as non-medical courses to pursue in China, Nepal, India, Georgia, Philippines, Bangladesh, Uzbekistan, Kyrgyzstan, America etc. Ideal Study Abroad is your one-stop-shop for all your study abroad needs. Our team of experts will guide you through every step of the process, from choosing the right program to preparing for your trip. Responsible for organizing and attending education fairs to connect with prospective students and their parents. Develop and implement strategies to effectively engage with attendees, including providing information about academic programs, admission procedures, and study abroad opportunities in various countries.

- Guiding students through the process of pursuing higher education abroad, including advising on suitable academic programs, assisting with admission procedures, and providing comprehensive support in preparing for international study experiences. Liaising with educational institutions globally to stay updated on program offerings, admission requirements, and visa regulations. Building strong relationships with students and their families to ensure their needs are met throughout the application and enrollment process..
- Building and maintaining strong relationships with educational institutional and partners.
- Conducting informative seminars and workshops for students and parents.

- **Presales Manager**

- **BYJU'S**

- **World's Largest Ed-Tech Company**

- **March 2022 - March 2023**

- As a Pre-Sales Manager, I streamlined daily booking processes, coordinating schedules and ensuring timely handoffs to sales managers. My vigilance in monitoring and managing bookings increased revenue while maintaining customer satisfaction.

- Proficient in CRM and MS Office, I leveraged technology for efficient operations and growth.

- **Achievements/Tasks**

- As a Pre-sales manager, worked closely with Pre-Sales Associates who handled leads across various verticals such as product development, sales and marketing, and customer relations .
  - Formulated strategies and continuously trained associates allocated, for understanding the customer's needs and pitching the company's products as suitable solutions which further led to sales closures.
  - Maintained position among the top 5 teams across pan India segment, providing the best in class sales closure prospects with eminent consistency.
  - Maintained daily sales report, checking pipeline of associates individually.
  - Understand the customer's needs, and budget and negotiate the price.
  - Meet and exceed monthly and quarterly targets, which will contribute to the overall company growth.

- **Business Development Associate**

- **BYJU'S -Think and Learn Pvt Ltd.**

- **Dec 2020 - March 2022**

- **Achievements/Tasks**

- Demonstrated product knowledge to parents and the students in a polite and friendly service.
  - Provided educational guidance and assistance to students and parents motivating them to enroll for the program.
  - Developed plan to increase operational efficiency for increased customer retention.
  - Maintained a 70% student retention rate by providing world-class service by linking education to careers.
  - Resolved customer complaints and initiated solutions. Assisted in training new employees across team.

## **EDUCATION**

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2017

- **Diploma - Computer Science & Technology**

Raja Ranajit Kishore Government Polytechnic

2020

- **Bachelor of Technology - Information Technology**

Government College of engineering and leather technology

## **ACHIEVEMENT & AWARDS :-**

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- Won 1st Position in school Quiz Competition Several prizes in Cricket
- Participated in seminars , Debate and Competitions
- Recipient of the BDA with highest Demo Booked Highest sale in recognition of outstanding sales performance and commitment to customer satisfaction.
- Bravo Byjuties PSA with highest Demo Booked Highest sale conversion in PAN India .
- Byjus Top 19 Manager in PAN India .Out of more than 50 managers I got this achievement PAN India with highest conversion..