

DEEPAK KUMAR

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Career Objective

Bring value to the Organization by utilizing my knowledge and wide-range experience

Personal Summary

A versatile high-energy professional with career experience in a single company of more than 10 years.

Work experience

01/2018 - Present

Document Specialist

Admission Times – Study Overseas Advisors

- Review student documents to ensure student eligibility for consideration across diverse educational backgrounds.
- Work with our partnership schools and recruiters to resolve application issues and submit quality applications on behalf of our students.
- Work across teams to ensure program requirements and intakes are accurate to ensure optimal student outcomes.
- Filling Applications, Maintaining Documents of Students, Handling the Entire Admission Process.

01/2017 - Present

Office Coordinator

Admission Times – Study Overseas Advisors

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Supervise administrative staff and divide responsibilities to ensure performance
- Create and update records and databases with personnel, financial and other data.
- Track stocks of office supplies and place orders when necessary.
- Assist colleagues whenever necessary.

01/2013 – Present

Social Media Marketing (Web Admin)

Admission Times – Study Overseas Advisors

- Manages all social media channels like - Facebook, Twitter, Instagram, Whatsapp, Reddit, Pinterest, LinkedIn and more, campaigns.
- Coordinate company's website by keeping content and design current. In charge of publishing content, maintaining continuity of themes, designing layout, streamlining navigation and increasing online presence to potential customers. Setup or maintain monitoring tools on web-servers & websites.

Education

2008 – 2011

BA Political Science (University of Delhi)

2011 – 2013

Certificate In Communication & IT Skills (IGNOU)

Computer Skills

MS Office (Word, PowerPoint, Excel), Adobe Premiere Pro

Skills

Adobe Premiere Pro

WordPress / WHM

Google Web Analytics

SEO / SMO

Personal Details

Date of Birth : 25-12-1990

Gender : Male

Religion : Hindu

Languages : English, Hindi

Hobbies : Football and Cricket, Cooking, Listening to all kinds of music.