



## SUMMARY

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A result driven, self motivated with a proven ability to develop and strengthen management teams in order to maximize company profitability and efficiency.

### EDUCATION

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#### **BPUT UNIVERSITY**

MASTER OF BUSINESS ADMINISTRATION  
ODISHA, INDIA  
2010- 2012

#### **RTM NAGPUR UNIVERSITY**

BACHELOR OF BUSINESS ADMINISTRATION  
MAHARASHTRA, INDIA  
2007- 2010

#### **CBSE**

SENIOR SECONDARY EDUCATION  
WEST BENGAL, INDIA  
2006- 2007

### SKILLS

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- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously

### PROFESSIONAL EXPERIENCE

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#### **Administrative Assistant (Immigration), Neat Immigration Service, BC, Canada**

Sep, 2023- Nov 2024

- Filing forms and arranging documents as per file requirement.
- Organizing and scheduling appointments.
- Planning meetings and taking detailed minutes
- Answer phone calls, take messages, and redirect calls when appropriate
- Management of additional tasks as required and requested by company directors
- Coordinating with clients and arranging documents.
- Preparing the applications and regularly updating the clients.

#### **Operation Manager (Immigration), Kiwi Studies Private Limited, Amritsar, India**

Jan 2015 - July 2023

- Plan, organize, direct, control and evaluate the operations of educational consultancy.
- Assisting clients with the completion of paperwork and supporting documents and auditing the documents
- Establish work priorities, delegate work to office support staff, ensure deadlines are met and procedures are followed
- Carry out administrative activities associated with admissions in overseas institutes and Universities