D.MOHAN KUMAR

ACADEMICS|ADMISSIONS|BUSINESS DEVELOPMENT|EDP|ADMINISTRATION|FREELANCER

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| |  |  | | --- | --- | |  | Bhubaneswar, OR, 751024 |  |  |  | | --- | --- | |  | 943 735 8499 |  |  |  | | --- | --- | |  | Kumar.mohan3@gmail.com | | |  |  | | --- | --- | |  | https://www.linkedin.com/in/d-mohan-kumar-90875565 | |

Organized Academic Coordinator with over 13 year's of experience supporting academic initiatives, Students Connect, Admissions, Business Development, EDP & Administration Field and leadership abilities. Seek new challenges in any Industry, where appropriate education, experience and analytical skills would be operated and developed. Looking to be a successful leader in an organization where my hard work and dedication will take me with pinnacle of success.

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|  | **Skills** |

Academic Coordinator

Student Connect 

Academic Management 

Admission Counsellor 

Administration 

Exam Conduction 

File Management 

Time Table Management 

Students Mentor 

Seminars 

Social Media Marketing 

Digital Marketing 

Branding & Promotion 

Business Development 

Market Research 

Admission Management 

Lead Generation 

Relationship Management 

Content Management 

Billing 

Microsoft Office 

Joomla Software 

Website Maintenance 

Advance Excel 

Corel Draw 

Editing 

Layout Design 

Software Knowledge 

Fast Leaner 

MIS 

Team Player 

Reliable & Professional 

Creative Spirit 

Records management 

Problem resolution 

Business operations 

Supervision 

Customer service 

Operational improvement 

Team management 

Process improvement 

Report analysis 

Team building 

Communications 

Relationship development 

Organization 

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|  | **Work History** |

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| 2019-11 - Current | **Academic Coordinator**  *Sri Sri University, Bhubaneswar, Odisha*   * Collection/Update Attendance of Students. * File Management 3. * Time Table Management * Exam Conduction (Internal/Semester Etc.) * Student Database Update * Social Media Activity * Newsletter Making * Notice Board Management * Execute Seminars/Guest Lectures On Social Media & Also On Quarterly News Letter 10.Mentoring Students & Updating Their Personal Files. * Making Examination files and folders batch-wise. * PTM Conduction * Time Table Management * Reporting To HOD About Each & Everything Activity Done In Department By Making Its Report. |

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| 2019-09 - 2019-11 | **Business Development Manager**  *UPASANA EDUCATIONAL TRUST, BHUBANESWAR, ODISHA*   * Database collection of students from colleges, local institutions. * Conducting seminar/presentation at various colleges about our product & services. * Content creation & sharing all related groups of all social media websites. * Branding & Promotion. * Business planning and building market strategies to strengthen business. |

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| 2016-07 - 2019-09 | **Sr. Executive(Academics, Admission & EDP)**  *FIITJEE LTD, Bhubaneswar, Odisha*   * Generate database from Schools and other sources. * Meets the Principals, Coordinators and management Personals of schools for Business generation. * To Plan various marketing activities within assigned region. * Conducting Seminars in schools, open seminars in town, Residential Apartments (Townships). * Converting data into admissions. * Interaction with students and parents on routine basis. * Liaison with Head Office for Upcoming programs, admissions test, Schemes and other offers. * Liaison with Local tuition teachers to add business. * Involves travelling within assigned Region. * Build and execute social media strategy through competitive research, platform determination, bench marking, and messaging and audience identification. * Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages community members to take action. * Set up and optimize company pages within each platform to increase the visibility of company's social content. * Manage digital marketing campaigns 14.Manage organization's website. * Optimize content for the website and social networking channels such as Facebook, Twitter, Instagram, Google Plus, etc. * Identify new digital marketing trends and ensure that the brand is in front of the industry developments. * Execute social media efforts to improve KPIs, likes, shares, tweets, etc. * .Creating and executing SMS, and email-based marketing campaigns. * Conduct on-site and off-site analysis of visitors. * Overall Website Maintenance. * Proper Admission Counseling to parents & students. * Monitoring and ensuring timely implementation of all ao related activities. * Scheduling and conducting student and parent orientation program. * Active participation in center level academic operation activities. * Smooth and timely test conduction. * Accurate and timely result declaration. * Handling all parent / students quires, grievance and giving them the relevant support and best possible solution. * Promotion of various fiitjee admission exams and exams like ftre, bbe etc. * Promotion of all programs / admission test / other pr activities in various schools within centre proximity. * Managing all EDP works. * Proficient in result publishing. * Analyzing data and make reports as per management requirement. * Providing accurate and timely information as required from management. |

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| 2010-08 - 2016-07 | **Content Manager(Freelancer)**  *Topcafims.com & Playak.com, Bhubaneswar, Odisha*   * Website Content Development * Digital Marketing * Social Media Marketing |

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| 2007-07 - 2016-07 | **Administration Assistant**  *CSIR-IMMT, Govt Of INDIA, BHUBANESWAR, ODISHA*   * Preparing bills of project staffs, security services, guest house and contractual people who are working in various projects. * To prepare documents and arranging of meeting for contractual workers to appoint in various funded projects. * To assist in the works of dealing assistant. * Maintaining records of all day to day work. * Filling up the bills and files. * File management |

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|  | **Education** |

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| 2006-01 - 2009-01 | Bachelor of Commerce: Accounting And Business Management  *Maharishi College Of Natural Law - Bhubaneswar* |

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| 2004-01 - 2006-01 | +2 Commerce: Accounting  *Biju Pattanaik College Of Science & Education - Bhubaneswar* |

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| 1989-01 - 2004-01 | High School Diploma  *C.S.Pur Govt High School - Bhubaneswar* |

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| 2012-01 - 2012-12 | PGDCA: IT & Internet  *LCC Institute - Bhubaneswar* |

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| 2010-01 - 2010-12 | Diploma in Computer Application: IT & Internet  *OCAC Institute - Bhubaneswar* |

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|  | **Accomplishments** |

* Documented and resolved the issue which led to Results.
* Collaborated with team of 25 in the development of Students Academics.
* Supervised team of 15 staff members.
* Resolved product issue through consumer testing.
* Used Microsoft Office to develop inventory tracking spreadsheets.

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|  | **Languages** |

Hindi, English, Oriya 

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|  | **Certifications** |

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|  | Odisha Tennis Ball Cricket Association |

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|  | **Interests** |

Internet Surfing, Outdoor, Cricket

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|  | **Cricket, Surfing Internet, Outdoor** |

Member(Odisha Tennis Ball Cricket Association)