

Rajendra Prasad Dubey

Office Assistant / Counselor

C/o.Shankar Namdev Patil Sai Niketan,
Behind Shani Mandir
Atali, Ambivali West,Kalyan-421102

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Professional Experience – Total 7.8 years

Objective – To be recognized as an efficient & competent individual having good interpersonal skills and to learn in an organization where I can use my experience, practical knowledge while helping me grow and excel as an individual

- I. Presently working with **The Counselors** as a Counselor-Cum-Office Assistant from Jan.18 to till the date.
- II. Worked with **Yes Education** as Counselor-Cum-Office Assistant from Jan. '12 to Dec.17.
- III. Worked with **Ureka Outsourcing Solutions** as CSR from July '09 to May'10
- IV. Worked with **IITians Foundation** as Office Assistant Dec '05 to June '09
- V. Worked with **Asian Heart Institute** as a Pharmacy Boy July 05 to Dec'05

Roles and Responsibilities (Leanings from above organizations)

- Offering input to creative meetings and sharing ideas
- Communicating with senior team members to receive feedback
- Liaising effectively with clients and other team members
- Supporting the team throughout the execution of campaigns
- Communicate both informally and formally in scheduled meetings with management and peers
- Enter and maintain daily records for backlog billings and update after billing is complete
- Counselling Walk In enquires
- Handling Telephonic and online enquires
- Student relationship management
- Supervising exams of the student

Educational Qualification

- Bachelor of Arts from VBS Purvanchal University, Jaunpur U.P. in 2005 securing Second class
- Intermediated from U.P. Board Allahabad in 2002 Second class.
- High school completed from U.P. Board Allahabad in 2000 Second class.

Strengths

- Dedicated, service-oriented team member, motivated to work efficiently without direct supervision in busy environment
- Strong communication/interpersonal skills & good listener.
- Coordination with multiple functions and departments for faster and effective transactions
- Sensitivity and empathy
- Ability to cope with emotional situations
- Ability to relate to a wide range of people
- Basic knowledge of computers

Personal Details

- Date of Birth: 15th July 1983
- Languages known: English, Hindi,
- Marital status: Married
- Nationality: Indian

References

Available on request