

MARIYA APARNA K.J

Admission Officer



Contact Details

Ph No : 7356894904

Mail ID : Aparnajesse44@gmail.com

Location : Kumbalangi,Ernakulam

Expertise

- Project management
- Innovative
- Service – Focused
- Complex problem solver

Languages

- English
- Hindi
- Malayalam

Hobbies

- Reading
- Designing

I hereby declare that all the information given above is true and correct to the best of my knowledge.

Experience

Admission Officer

Santamonica Study Abroad Pvt.Ltd,Ernakulam

May 2023- Present

- Taking inbound calls and making outbound calls to leads and setting up counselling with students via phone call or online meetings.
- Request documents from students or our agent network for assessment.
- Forward the documents to the admission team to check students' eligibility and provide them with relevant program/course options in Canadian, Australian colleges or universities as per their requirement.
- Communicate with university delegates.
- Update with students using email and Phone.
- Follow up with students to make sure they are paying tuition fees and accepting an offer from colleges or universities.
- Make an entry to our company's software to organize the record of every student.
- Visa department.
- Participate in webinars hosted by our partner colleges or universities.
- Other responsibilities, as required.

Education

BSC Home Science

St. Teresa's College ,Ernakulam

March-2023

Bio Science

St. Peters Higher Secondary School ,Kumbalangi

March-2018