



NEELINA SAJAN

Nationality: Indian **Date of birth:** 29/10/1997 **Gender:** Female

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ABOUT ME

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas.

WORK EXPERIENCE

Senior Student Counselor and Documentation

Maxmorgan Consultants Pvt. Ltd Kottayam [03/08/2020 – 30/06/2022]

City: Kottayam

Country: India

Job Role and Responsibilities

- Dealing with correspondence and phone calls
- counseling the students for overseas education
- Follow-up with the student
- Filling the application forms (University) verifying, them and sending the same to the universities.
- Maintaining the data of all registered students, their visa status etc.

Senior Student Counselor and Documentation

Akbar Study Abroad MNC Pvt. Ltd Kottayam [01/12/2022 – Current]

City: Kottayam

Country: India

Job Role and Responsibilities

- Dealing with correspondence and phone calls.
- counseling the students for overseas education
- Follow-up with the student
- Filling the application forms (University) verifying, them and sending the same to the universities.
- Maintaining the data of all registered students, their visa status etc.
- solving, the student queries and handling the registrations.
- Managing filing system.
- Recording information as needed.
- Updating paperwork, maintaining documents, and word processing.

EDUCATION AND TRAINING

Master of Tourism and Travel Management (Mahatma Gandhi University Kottayam- 3rd Rank Holder)

St. Thomas College, Ranni, Pathanamthitta [05/06/2018 – 06/06/2020]

Address: 689673 Ranni (India)

Bachelor of Tourism Studies (Mahatma Gandhi University Kottayam)

St. Thomas College, Ranni, Pathanamthitta [10/06/2015 – 09/06/2018]

Address: 689673 Ranni (India)

LANGUAGE SKILLS

Mother tongue(s): **Malayalam**

Other language(s): **English**

DIGITAL SKILLS

Microsoft Office / Microsoft Word / Microsoft Powerpoint / Microsoft Excel
