

MANPREET ANAND

EDUCATIONIST & INSTRUCTOR

PROFESSIONAL SUMMARY

Educationist with over 7 years experience in Student Management and Career Counselling. Comprehensive knowledge of the prevailing education systems. Adapt in providing education counseling services to students and parents. Thorough knowledge of the current career opportunities and related courses. Proficient in written and verbal communication skills. Ability to empathize with students problems, and resolve them with the expertise in using computer, internet, and network for students' placement.

CONTACT

+91-7717-553318
+91-6239-304704
mnpntanand@gmail.com

74 Guru Nagar,
Model Town, Jalandhar
Punjab.

SKILLS

- Counselling.
- Inter-Personal Skills.
- Selling Skills.
- Soft-Skill Training.
- Self- Motivated.
- Good Communication Skills.
- Team Management.
- Team Handling.
- Center Management.
- Event Planning.
- Client Building & Management.
- Training & Development.
- Content Development.
- Staffing and training Ability.
- Keen Learner.
- Optimistic.

EXPERIENCE

AROGYAM ARYURVEDA & PANCHKARMA CENTER OPERATIONAL HEAD

MAY 2021 - PRESENT, JALANDHAR, PUNJAB

- Taking Care of Overall Opeartions & Adminstration of all the verticals of teh company.
- Staffing, Traning.
- Buisness Development and Sales.
- Handling of all the legal asoects of the company.
- Handling the team of 350+ Employees and 4 company own clinics.
- Handling content Marketing of the company.

NFCI GLOBAL PVT. LTD.

ASST. MANAGER - TRAINING & PLACEMENTS

JUL 2019 - APR 2021, JALANDHAR, PUNJAB

- Provide Soft Skills Training to the Students.- Development of Training Materials for Students
- Interview Preparation & Personality Development Material.
- One-One Counseling of Students & Parents.
- Client Management & New Client Building, Student Data Management
- Handling of HR works - includes HR Management Software & Induction Training of New Joiners.
- Providing placements to the Students both National & International Level by Tie-up with the various players of Hospitality Industry - including Brand Hotels, Restaurants & Cruises.

FUTURE PERFECT EDUCATION BETTER THINK CENTER COORDINATOR

DEC 2017 - MAY 2019, JALANDHAR, PUNJAB

- Student Management and Career Counselling.
- Achieving Monthly and Annually sales targets of the company.
- Sales and Business management.
- Parent Handling and Client Management.
- Campus Administrative workflow and staff management. Training and Recruitment of new joining.
- Event management and soft skill training of the students.
- Guides employee actions by researching, developing, and updating administrative policies, procedures, methods, and guidelines.

EXPERIENCE

MAYA ACADEMY OF ADVANCE ANIMATION STUDENT COUNSELOR

APR 2017 - NOV 2017, JALANDHAR, PUNJAB

- Student Management and Career Counselling.
- Achieving Monthly and Annually sales targets of the company.
- Sales and Business management.
- Parent Handling and Client Management.
- Event management and soft skill training of the students.
- Administrative and Business workflow.
- Soft-skill training and placement of studnets.

RT DIVINE PVT. LTD. STUDENT COORDINATOR

OCT 2016 - MAR 2017, ALLAHABAD, UP

SM SOLUTIONS, MANAGING PARTNER

APR 2015 - SEP 2016, ALLAHABAD, UP

SBI LIFE INSURANCE (INDIA) LIMITED RENEWAL REPRESENTATIVE

AUG 2013 - MAR 2015, KOLKATA, WB

QUALIFICATION

BACHELOR OF SCIENCE - CLINICAL NUTRITION & DEITETICS

2013 - GURU NANAK DEV UNIVERSITY, AMRITSAR

SENIOR SECONDARY

2010 - PUNJAB SCHOOL EDUCATION BOARD, AMRITSAR

CERTIFICATIONS

- Certificate of 2 Months Training as a Nutritionist with Nayyar Hospital, Amritsar.
- Certificate of 2 Months Training as a Nutritionist with Hotel Ritz Plaza, Amritsar.

PERSONAL DOSSIER

- D.O.B - 30TH OCT 1992
- GENDER - FEMALE
- MARITAL STATUS - MARRIED

DECLARATION

- I assure that all the above information given is true to the best of my knowledge and belief. If get a chance, I assure, I will do my best.

DATE:

(MANPREET ANAND)