

Mayank Jani
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Objective:

Searching for the noble position of an Education Counselor in a reputed organization where I can use my professional skills and rich Educational experience for guiding students and building their careers

Skills:

- High level proficiency in database contact management applications and contact management strategies
- Extensive knowledge in the field of Educational science
- Thorough knowledge of the current career opportunities
- Proficiency in verbal and written communication and interpersonal skills
- Extensive knowledge of human psychology which helps in dealing with students and finding solutions to their problems
- High level proficiency in computer operations with extensive knowledge of Microsoft Word, Microsoft Excel, Microsoft Power Point and Microsoft Outlook

Work Experience:

'Towards Perfection Counselors'
2005 - till date
Education Advisor

Responsibilities Handled:

- Provided Education advising to a group of 200-250 students.
- Conducted several seminars on career counseling for the school level and University level students
- Conducted a thorough research about the prevalent job trends and promising career opportunities
- Acted as a successful link between students and various industrial organizations
- Examined and evaluated the Education progress of students
- Conducted parents' talks in order to give them the idea of their child's growth

"Career Skies Counseling"
2004 - 2007
Education Counselor

Responsibilities Handled:

- Worked as a supervisor for the student case load management and looked into the Progression, retention, Completion and Reentry.
- Motivated students to have a positive approach to studies and developed good rapport with the student case load.
- Kept in touch with the students through email or phone at regular intervals for their gradual growth in studies and career building
- Monitored the data integrity management i.e. course registration, demographic and communication history, etc.
- Delivered several lectures on personality development for school and University students
- Updated the database regularly
- Develop positive relationship with the Student Service Team members
- Managed the integrity and security of all student records

Education :

M. Ed from the Gujarat University 2004

M.A. in Education Science from the Gujarat University in 2002

Personal Information:

Date of Birth: 03/01/1982

Marital Status: Married

Nationality: Indian

Hobbies and Interests: Reading, Making Pen-friends, Gardening, Cricket Enthusiast

References:

Available upon request