

CURRICULUM VITAE

Deepali Vij
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Objective:

To obtain a growth-oriented job where outstanding skills, knowledge, relevant work experience, and education can be best utilized encouraging me to deliver my best.

Summary of Qualifications:

- Environment with emphasis on quality.
- Highly motivated professional with strong work ethics
- Function well independently or as a team player,
- Adept in using common business tools like MS Word, Excel, PowerPoint, Outlook, CRM.

Work Experience:

Last Organization

M Square Media, worked as an **Admission Executive** for **CANADA and EUROPEAN COUNTRIES** [November 2023 till 31st May 2024]

Key Responsibilities:

1. Processing Applications for the students willing to Study Abroad for Canada and European region
2. Verifying the student documents and suggesting colleges and universities to the students
3. Responding to emails received from the Global Students, scheduling meeting for the student **via Teams, Google meet, and Zoom**
4. Scheduling appointments for the students with the counselor through **website and phone calls**.
5. Established and maintained working relationships with clients to ensure customer satisfaction.
6. Implemented processes and procedure to streamline customer service and increase productivity.
7. Following up on the offer letters
8. Proficient working on **GUS, GEDU, Apply Board, Uniabroad Portal and VMware CRM**.

Maternity Break – June 2021 – October 2023

VIEC Pvt. Ltd. (May 2017 - 2021 June)

Designation: VISA and ADMISSION Officer for Canada.

Achievements

- 1) Awarded as a **Top performer**.

2) Got the opportunity to visit James Cook University (Singapore)

3) Always appreciated by the senior management for giving **100% quality with great Efficiency.**

Aegis global (an Essar Enterprise) [13th Oct 2015 - February 2017]

Designation: Quality Analyst (Airtel Nodal/Appellate NFTR)

Convergys India Services Pvt. Ltd [Jan 2012 - October 2015]

Designation: Customer Support Associate in AT&T Chat (Customer service)

Academic Qualifications:

- 10th (CBSE BORAD)
- 12th (CBSE BOARD)
- Graduation (B.A)

Personal Details:

FATHER'S NAME	:	Gajendra Sethy
DATE OF BIRTH	:	10 th December 1987
GENDER	:	Female
MARITAL STATUS	:	Married
LANGUAGE KNOWN	:	English, Hindi, Oriya
HOBBIES	:	Listening to music watching Movies Permanent
Address	:	Flat No 714, Meera Bagh, Paschim Vihar, NewDelhi
11087		

All the information given above is to the date, authentic and to the best of myknowledge.

Date:

(Deepali Vij)

