

# Deepika Mishra

Bokaro, Jharkhand

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Looking forward to applying acquired teaching skills and facilities the students interests in the areas of different subjects.

## Work Experience

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### **Academic coordinator**

Aakash Educational Services Ltd. (Aakash Byjus)-Jharkhand

Full-time

1 month notice period

May 2021 to Present • Full-time

managing and supporting various academic activities and programs within an educational institution.

Key responsibilities of an academic coordinator include:...

Curriculum Development

Course Scheduling

Student Support and Advising

Faculty Support

Assessment and Evaluation

Communication

Administrative Tasks

### **Academic coordinator**

Mentors Eduserv-Bokaro, Jharkhand

Full-time

July 2019 to April 2021 • Full-time

Assist in updating lesson content and instruction methodology

Track all details regarding students

Conduct n coordinate test in the centre

Coduct PTM in the centre

Keeping track records of modules and package materials to studens

Follow up with faculties regarding syllabus

Track requirements of the students

Track in out of the faculties in the class room

Assist in preparing timetable

### **Academic Coordinator**

Bansal Classes-Jharkhand

Full-time

March 2019 to June 2019 • Full-time

Work with parents, teachers and counselors to address students' behavioral, academic, and other problems.

Assist in updating lesson content and instruction methodology.  
Assist in development of training modules and programs.  
Coordinate with teachers and center coordinators to develop lesson plans and materials.

### **Academic Counselor and Branch incharge**

MNG English Spoken Class Bokaro-Bokaro, Jharkhand

Full-time

April 2018 to February 2019 • Full-time

Handling Walk-in/ telephonic inquiries  
Handling student's queries, via mail or telephonic  
Counseling Students and Parents for various Program  
Visiting Schools and colleges for presentations  
Convince student and Parents for Admission  
Collect feedback from participants and consolidate the same  
Handling Marketing Team  
Handling the Bokaro Center  
Worked with management to develop training plan and budget  
Taking follow-up for new batches, maintaining attendance and admission records

### **Academic Counselor**

Right Step Ranchi-Ranchi, Jharkhand

Full-time

February 2017 to October 2017 • Full-time

Handling Walk-in/ telephonic inquiries for management courses like XAT MAT & CAT  
Counseling the Students and Parents for various Program  
Visiting Schools and colleges for presentations  
Convince student and Parents for Admission  
Taking follow-up for new batches, maintaining attendance and admission records

### **Academic Counselor**

D.N.A Medical Institute-Ranchi, Jharkhand

Full-time

April 2016 to February 2017 • Full-time

Handling Walk-in/ telephonic inquiries for medical preparation  
Counseling the Students and Parents for various Program  
Visiting Schools and colleges for presentations  
Convince student and Parents for Admission

## **Education**

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### **Master's in Arts English language**

Ranchi University-Ranchi, Jharkhand

August 2014 to February 2017

## Skills / IT Skills

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- Microsoft office

## Certifications and Licenses

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### **SOF SCIENC olympiad**

Present