

Soniya Tyagi

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Accomplished, Achievement driven and Result Oriented. I am looking for an atmosphere where performance is rewarded with new responsibilities. This will supply me with the necessary challenges and experience and provide my employer with positive, diligent, team oriented employee.

AN OVERVIEW

- Overall, **8 years** of work **experience**.
- **6.5 years of experience** in the area of **ACADEMIC COUNSELLING** .
- Currently associated with, **JAG SCHOOL OF TRANSFORMATIVE SKILLS** (formerly, **NBA Group Of Institutions**), as a **Manager - Admissions**.
- **Excellent communication & interpersonal skills** with abilities of **team management**.
- Ability to adapt to changing assignments and multiple tasks and **successfully meet deadlines**.

Professional Details

JAG SCHOOL OF TRANSFORMATIVE SKILLS (a unit of **DigiKaushal**)

Formerly, **NBA Group Of Institutions** (Sarojini Nagar, New Delhi) .

Designation: Manager – Admissions

Duration: April'19 – Present

About JSTS

Jag School of Transformative Skills (a unit of **DigiKaushal**), erstwhile known as **NBA Group of Institutions**. A joint venture between Jain TV Studios Ltd & Modi Group of companies. JSTS has been offering world class education in Management, Mass Communication, Digital Media and Holistic Programmes with transformative levels for around two decades. The audience varies from Students, Job seeker to Working Professionals and Entrepreneur as well.

Key Responsibilities

- Interviewed applicants to assess suitability and gather required information.
- Support prospective students and parents throughout admissions process.
- Assist in establishing marketing plans and forecasting outcomes encompassing ATL and BTL Activities.
- Provide management and leadership to the admissions team to ensure achievement of expected operational outcomes.
- Interacting with students and their parents and counsel them face to face as well as on the phone as and when the need arises.
- Accountable for revenue generation per agreed targets for both lines of business.
- Exploring options for maximum database generation.
- Monitoring and maintaining the targets, follow ups, and tracking conversions.

SKYLARK INSTITUTE OF TRAVEL [A unit of Aircruise Travels Pvt. Ltd.]
(Lajpat Nagar, New Delhi)

Designation: Assistant Manager - Admissions

Duration: Oct'17 – Mar'19

About Skylark Institute

An IATA authorised training centre also, as an NSDC-approved Institute, Skylark was established with an aim to bridge the gap between industry requirements and trained professionals by creating well-skilled manpower for the Aviation, Travel and Hospitality industry. Skylark Institute has been recognised by the Global Aviation Summit 2017 as the Best Aviation Academy Institute. India Tourism also rewarded Skylark with the recognition of Torch Bearer Institute for Skill Development in Travel & Tourism.

Key Responsibilities

- End to end responsibility of the Centre for taking care of sales and ensuring admission targets are met for the centre.
- Target allocation to my sales team and telecallers on daily basis and proper monitoring.
- Giving Presentations to the students.
- Interacting with students and their parents and counsel them face to face as well as on the phone as and when the need arises.
- ATL and BTL activities to increase the number of admissions and maximize the sources of lead generation to ensure walk-ins at centre.
- Handling a team of 2 Counselors and 4 telecallers.
- Monitoring and maintaining the targets, follow-ups, tracking conversions.
- Worked on LeadSquare and Tentacle.
- Preparation of Monthly Reports, MIS for review meet.
- Planning and execution of marketing strategies by coordinating with marketing team for achieving targets.

FRANKFINN INSTITUTE OF AIR HOSTESS TRAINING, (Dwarka , New Delhi)

Designation: Assistant Manager - Customer Acquisition (AMCA)

Duration: Feb'17 – Oct'17

About Frankfinn

Frankfinn, recognised as the World's no. 1 Air Hostess Training Institute. Over fifty centres spread across India, Frankfinn continues to leverage its domain expertise and deliver world-class training in the fields of aviation, hospitality, and travel and customer service. Frankfinn has been awarded the Best Air Hostess Training Institute Award for nine consecutive years (2011 – 2019).

Key Responsibilities

- Counselling of students and their parents. Resolving different issues of students / parents.
- Independently responsible for business development and achieving sales target.

- Giving Presentations to the students. Enrollments / Online-Registrations.
- Responsible for conducting, Guest lectures / Seminars / Presentations / Activities.
- Successfully initiated various promotional activities such as arranging for seminars, scholarship test, to attract students for admissions.
- Worked on CRM software for lead management.
- Preparation of Monthly Reports for review meet.
- Planning and execution of marketing strategies for achieving targets.
- Mail reverts / Database maintenance / compiling reports and maintaining files.

KUONI ACADEMY (Defence Colony, New Delhi)

Designation: Senior Counsellor

Duration: May'13 – Feb'17

About Kuoni Academy

Kuoni Academy started in the year 2003, is an established leader in Travel and Tourism Education in India and has successfully trained and placed over 30,000 students in the Travel Tourism and Hospitality industry. A division of USMART Education Ltd it fulfills the role of a knowledge institute focused on professionally developing youngsters to face the challenges of the rapidly growing Travel and Tourism industry with utmost confidence and proficiency.

Key Responsibilities

- Reporting to the head office.
- Counselling of students / parents. Resolving different issues of students and parents.
- Enrollments / Online-Registrations / Batches scheduling / Fee collection.
- Courseware requisition / Certification Process.
- Students Placements / Internships. Organising on campus / off- campus interviews.
- Responsible for conducting, Guest lectures / Seminars / Presentations / Activities.
- Preparation of Monthly Reports for review meet.
- Mail reverts / Database maintenance / compiling reports and maintaining files.
- Provided administrative support to the office.

Achievements

- **Best Staff of the Month Award @ Kuoni Academy** for outstanding performance.

UIDAI (Civil Lines, New Delhi)

Designation: Centre Head

Duration: Jan'11 – June'12

Key Responsibilities

- Team Handling
- Head of two centers.
- Center management.
- Reporting of enrolments
- Public dealing.
- Planning and execution of marketing strategies for achieving targets.
- Mail reverts / Database maintenance / compiling reports and maintaining files.

ACADEMIC CREDENTIALS:

Examination	Specialization	School/college	Board/ University	Year of Passing	%
PGDBM	BUSINESS MGMT	IMT-CDL; DELHI	IMT-CDL	2010	62.13
B.C.A	COMPUTER APPLICATIONS	Comm-It Career Academy; DELHI	GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY	2009	69.00
INTERMEDIATE	P.C.M	S.K.V.NO.1 School; DELHI	C.B.S.E.	2006	57.20
SSC	SSC	S.K.V.NO.1 School; DELHI	C.B.S.E.	2003	61.40

PERSONAL PROFILE:

Date of Birth : 8th July, 1988
Nationality : Indian
Marital Status : Unmarried
Languages : Hindi and English
Interests : Listening to music and to watch movies.
E-mail ID : samairasoni1988@gmail.com
Residential Address : Soniya Tyagi
D/o Mr. Brij Bhushan Tyagi
RZH-183, Street no.6, Raj Nagar Part-2,
Palam Colony, New Delhi - 110077.

I do hereby declare and affirm that the statements made above are true and correct to the best of my knowledge and belief.

Date :

Location : **New Delhi**

(SONIYA TYAGI)