

Jayraj Nagpal

Lecturer - Santosh Academy

Career Objective: -

To work for an organization which provides me the opportunity to improve my skills and knowledge to grow along with organizational objectives.

jdn1807@yahoo.com

9769054884

Mumbai

SKILLS

Communication Skills



Observation Skills



Leadership Skills



LANGUAGES

English



Hindi



INTERESTS

Travelling

Singing

WORK EXPERIENCE

Lecturer

Santosh Academy

06/2021 – Present

Mumbai

Achievements/Tasks

Teaching students the subject knowledge of Accounts, Economics and Business Studies.

Holding office hours to assist students who have difficulties with course.

Instruct students in various academic subjects above the high school level.

Attending meetings with parents as a faculty adviser.

Marketing Admin

Santosh Academy

03/2021 – 05/2021

Mumbai

Achievements/Tasks

Converting Enquiry into Admissions

Tele-Counseling Prospective students for relevant courses and creating walk-in.

Tele-Calling Lead Generation and handling walk-in inquiries.

Maintaining MIS regarding the candidates who had taken admission or done inquiry.

EDUCATION

Masters of Commerce (Specialization in Business Management)

Tolani College of Commerce - Mumbai

Currently Pursuing

Bachelor of Management Studies (Specialization in Marketing)

Tolani College of Commerce - Mumbai

2018 – 2021

Junior College 12th (Commerce)

Tolani College of Commerce - Mumbai

2017 – 2018

SSC 10th

St. Dominic Savio High School - Mumbai

2015 – 2016

CO - CURRICULARACTIVITIES

Volunteered as a Team Member in College Fest

Participated in Inter-College Events