



# POONAM NAINWAL

Professional and committed operations executive with more than two years of experience processing applications for universities in the UK, Ireland, and Dubai. Obsessive about providing exceptional quality and service, and responsible.

## PERSONAL DETAILS

### Date of Birth

- 29/03/2002

### Marital Status

- Single

### Nationality

- Indian

### Address

- Karawal Nagar, North East Delhi, India

## SKILLS

- ✓ Good Communication Skills
- ✓ Ability to handle tasks and meet work deadlines on time
- ✓ Problem-Solving
- ✓ Team-Worker
- ✓ Confident and Determined

## CERTIFICATION

- UK Agent and Counsellor Training Certificate
- Certificate for completion of 6 weeks training from DMRC for the final year of Diploma

## LANGUAGES

English  
Hindi

## CONTACT

- ☎ +91 9315994339
- ✉ [poonamnainwal1122@gmail.com](mailto:poonamnainwal1122@gmail.com)
- 🌐 <https://www.linkedin.com/in/poonamnainwal-713bb81b5>

## WORK EXPERIENCE

### Operations Executive at SI-UK India

10 Jan 2022 - Present

- ✓ Processing applications for UK, Ireland and Dubai Universities.
- ✓ Managing smooth application process for all SIUK Global Offices.
- ✓ Assisting with managerial duties
- ✓ Additional duties which would be related to the position like communication with applicant, application fee processing, deadline management & maintaining the record in excel(Google Sheets).
- ✓ Liaising with universities and university officers for Student Recruitment
- ✓ Client Relationship Management

## EDUCATION

- 🎓 **Bachelor of Computer Applications**  
IGNOU Jul 2022 (Pursuing)
- 🎓 **12th Higher Secondary Education(Science)**  
NIOS Jun 2021 to May 2022
- 🎓 **Diploma in Computer Engineering**  
Guru Tegh Bahadur Polytechnic 2018 to 2021 institute
- 🎓 **10th-Secondary School Certificate**  
Govt. Girl Senior Sec School 2016 to 2017 (CBSE)