

NUSURAT JAHAN

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LinkedIn: <https://www.linkedin.com/in/nusrat-jahan-06a784264> | Immediate Joiner

ADMISSION OFFICER | PARENT RELATIONS EXECUTIVE | FRONT OFFICE ADMINISTRATOR | HR ASSISTANT

PROFESSIONAL SUMMARY

Dynamic and results-driven professional with over 2 years of experience in school admissions, parent relations, and front office management. Skilled in handling student enrollment, campus visits, HR documentation, and administrative coordination. Adept at managing parent communication, supporting smooth operations, and ensuring efficient admission processes. Known for professionalism, multitasking ability, and a strong commitment to student and parent satisfaction.

CORE COMPETENCIES

- Admission Management & Documentation
- Parent Communication & Counseling
- Front Office & Visitor Handling
- Student Record Management
- CBSE Portals (UDISE+, RTE)
- HR Coordination & Attendance Tracking
- Event & Orientation Coordination
- CRM Tools & MS Office Proficiency

PROFESSIONAL EXPERIENCE

Public Relations cum Admission Officer | Oneness International School – Khordha, Odisha

March 2023 – July 2025

- Managed admissions for 300+ students annually, ensuring accurate documentation and onboarding.
- Organized campus tours, orientations, and parent meetings to enhance engagement.
- Coordinated CBSE data portals (UDISE+, RTE) and maintained compliance reports.
- Handled parent inquiries, calls, and emails to ensure effective communication.
- Supported HR with staff records, attendance, and leave documentation.
- Supervised reception area and ensured smooth front office operations.
- Planned and coordinated 15+ events including cultural and academic programs.

Business Development Associate | BYJU'S – Bangalore, Karnataka

September 2022 – February 2023

- Engaged with parents and students to explain academic programs and guide them through enrollment.
- Conducted product demos and managed client relationships using CRM software.
- Maintained detailed communication records and achieved weekly admission targets.

EDUCATION & CERTIFICATIONS

Master of Science in Geography – Mangalore University, Karnataka, India

Bachelor of Science in Geography – Utkal University, Odisha, India

PGDCA – Post Graduate Diploma in Computer Applications

PGDGC – Post Graduate Diploma in Guidance and Counselling

LANGUAGES

English, Hindi, Odia