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G3, SUBHA LAKSHMI APARTMENTS  
ANANTHNAGAR COLONY,  
SAFILGUDA, SECUNDRABAD-56

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## PROFILE

TOTAL EXPERIENCE-32years  
EDUCATION SECTOR-17years

### ***TIRUMALA ENGG.COLLEGE: Academic Co-ordinator Since 2012***

Student Base approx.1800

Accountable for:

Admissions, Placements, Administration, Accounts, Public relations,  
Academic reviews, Internal Training for faculties and staff, Plugging  
revenue leakages,

*Highlight: Instrumental in bringing the change in the mind set of staff and  
students and thereby enhanced the reputation of the college in the region.*

This exposure will help to streamline and continuously enhance the administrative, logistics, organising and co-ordination aspects relevant to the institute there by releasing valuable time for academicians to focus on academics.

***ICFAI UNIVERSITY*** Manager Operations-Student Services  
***2002-2012*** (An active student base of 2Lacs- Dist.Edn.)

Accountable for:

*Admissions, Branch Guidance, Student Services, Management information system and Periodic Inter Functional reviews.*

**ADMISSIONS:**

Ensuring completion of enrollment process within 24 hours after scrutiny of Academic and Financial aspects.

Interaction and interview of prospective students of Executive MBA program.

Allocation of fees and accounting of income .

**STUDENT SERVICES:** Ensuring timely response to students query on Examination aspects, Courseware, Academic and Fee based enquiries (within 48 hours). Guidance for workshops, assignments

**BRANCH GUIDANCE:** Policy guidelines and adherence for applications (appox.250 branches) and sorting of issues.

**MIS:** Pending, Defective, Rejected admission analysis & reviews

**Convocation** Organizing and coordinating with all ICFAI constituents.

**Member Core committee**-IBS admissions, Group synergies.

*Highlight: Real time data availability across branches on status of admission, core member for inspection by UGC,DEC & AICTE joint body*

This exposure will help to strengthen the internal procedures thereby provide better services to the students and the branches to expand their reach in the market.

***N.I.I.T. LTD-6yrs***

Senior Executive-Education Division

Accountable for

Commercial, Student services, ISO audit, Internal audit and co-ordination of Public issue.

*Highlight: Implementation of Audit Findings with the consent of the user*

This exposure will help to strengthen the relations with the University and adhering to the guidelines provided by the University to which the institute is affiliated.

SERVICE SECTOR-3years

***MODI XEROX LTD***

Regional Operations Controller

Accountable for

**Commercial** Sales accounting, Service Contracts, Vendor development

**Administration** HR related activities.

**Accounts & Audit** Regional control on Debtors, sales incentives and expense audit.

*Highlight: Achieved over and above the target on collections*

***KARVY CONS.LTD***

Senior Manager

Accountable for

**Client service** Relationship, Dispute redressal

**Recoveries** Bill discounting, Service charges, Legal issues

*Highlight: Recovery of debts from BIFR Companies, disputed debts*

The above exposures will help to add value for the commercial activities of the institute and ensure that there are no revenue leakages and proper diligence is applied on the institute's ventures.

## MANUFACTURING SECTOR-6years

**S.F.L. LTD (TVS Group)** Supervisor

Area of operation

Budgeting, Costing, Inventory control,  
Debtors and MIS

*Highlight: Timely analysis & reconciliation of Debtors, Vendor accounts and effective monitoring of Budget*

This exposure will help to monitor and guide the institute on the budget aspects namely on how to plan the capital expenditure and identify areas which needs constant monitoring and control on the income and expenditure of the institute.

Personal:

Educational background: MBA in Finance

Family: Spouse Soft Skills Trainer

Son – Officer in SBH