

ARYA.S



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Abu Dhabi. UAE



About Me

Seeking for an opportunity to utilize my knowledge, skills and abilities to gain exposure to upcoming technologies while being resourceful, innovative and flexible.

EXPERTISE

- Team Management
- Strong communication skills
- Enrollment Support
- Administrative Support
- Microsoft Office Skills - MS Word, Excel, PowerPoint

LANGUAGE

- Malayalam (Native)
- English (Proficient)
- Hindi (basic)

PERSONAL DETAILS

Date of Birth: 15/02/1996
Nationality : Indian
Gender : Female
Marital status: Married
Passport No: U7554300

EXPERIENCE

IMMIGRATION COUNSELOR

IMMIGRANT ACADEMY

09/2022 - 01/2024 Kattappana , India

- Assisting students in selecting suitable international study programs.
- Providing basic information on academic institutions, courses, and destinations.
- Guiding students through visa and application processes.

OFFICE ADMINISTRATOR & COURSE COUNSELOR

ALPHABET INTERNATIONAL ACADEMY

11/2021 - 09/2022 Kattappana, India

- Supports company operations by maintaining office systems and supervising staff.
- Maintains office services by organizing office operations and procedures.
- Completes operational requirements by scheduling and assigning employees.
- Maintains office staff by recruiting, selecting, orienting, and training employees

ACADEMIC TUTOR (Part-time)

MIRACLE ACADEMY

06/2019 - 07/2021 Thodupuzha, India

- Providing one-on-one or small group tutoring sessions to students in chemistry.
- Assisting students in understanding and completing chemistry assignments and homework.
- Maintaining a positive and supportive learning environment for students.

MEMBERSHIP & SOCIAL ACTIVITIES

- Committee member of Health Dept. at District Resource Centre, Idukki.
- Educator at **Climatehood Foundation** (An NGO aiming at climate awareness and action)

PUBLICATIONS

"Dye-Sensitized Solar Cells based on a New Type of Non-Volatile Co(II)/Co(III) Electrolyte Delivering Higher Power Conversion Efficiency for indoor applications"
(13-05-2022) Micro and Nano Systems- Journal Article.

RESEARCH ASSISTANT (Apprenticeship)

MG UNIVERSITY

04/2018 - 08/2019 Kottayam , India

- Assisting professors with their research by conducting research, performing literature reviews and summarizing findings.

EDUCATION

Mahatma Gandhi University, Kerala

Master of Science (Chemistry)

2017-2019

Mahatma Gandhi University, Kerala

Bachelor of Science (Chemistry)

2014-2017

AWARDS

IELTS Gen. (International English Language Testing System)

British English & Cambridge English Validation
(25-09- 2021)

*Listening -7.5 out of 9.0

*Reading -8.0 out of 9.0

*Speaking -7.0 out of 9.0

*Writing -6.0 out of 9.0

Overall score in IELTS General is 7.0 out of 9.0