



HUSNA CK

TEACHING ASSISTANT/STUDENT
COORDINATOR

CONTACT

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📍 Doha, Qatar

EDUCATION

2011 - 2015

CALICUT UNIVERSITY OF
ENGINEERING

Btech in Electronics &
communications

7.1 Cgpa

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- Malayalam
- English
- Hindi
- Arabic

PROFILE

Experienced Student Service Coordinator with 2.5+ years of experience providing guidance, support and advice to students. Maintains constant parents communication and faculty collaborations. Maintains and update students case specific info, behavioural concerns and other data in the database system.

WORK EXPERIENCE

- **Leadsfly Abroad Study** 2023-2024
Student Coordinator
 - Providing insightful guidance and counseling to students
 - Assisting students on deciding universities/colleges and programs to opt
 - Guide students with their overseas education options after understanding their profile and desired course
- **Skymark Education** 2022-2023
Student Coordinator
 - Assist students with broad range of academic matters
 - Evaluating student's needs and development plans
 - Conducting individual counseling sessions and organising workshops to address the academic and personal needs of students
 - Advise students as they navigate to the process of studying
- **Avaitor College Of Aviation** 2020-2021
Education Counsellor
 - Monitor and evaluate academic performance of students
 - Provide guidance and support to students
 - Provide advice on course selections based on their profile
 - Provide supervision and assistance to students during the application process