

SUSAN JOSEPH

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Mission

Serve the society through mentoring aspirants to realize their overseas study and career dreams by exploring new arenas of education and work opportunities

Vision

To make quality education across the continents accessible to the deserving students, experience financial freedom, and have fun by creating extra ordinary results in all areas of their life through international exposure, creating self reliant and confident individuals, helping them to understand different perspective and become better human beings, thus creating spiritual and material abundance in their lives. Build a community of skilled professionals, highly employable youth, and happy parents.

AREAS OF EXPERTISE

Administration	Managerial	Liaising
Counseling	Negotiation Skills	Travel/ Logistics Management
Travel Audit	Payroll	General Accounting

PROFESSIONAL OUTLINE

Santa Monica Study Abroad Pvt. Ltd
Franchisee Owner & Branch Manager

Oct.2015-

From modest beginning (2002) as an information cell in Kochi, Kerala, Santa Monica has emerged as one of the most reputed overseas education facilitator with association across 20 + countries and over 200 universities, with offices all over south India and affiliated Centers throughout India.

DanChurchAid South Asia Office, New Delhi Apr '99 - Oct.2015
Account Officer Aug '07 - Oct.2015
Finance Officer 2006-2007
Administration & Accounts Officer 1999-2005

DanChurchAid is an independent church-based humanitarian Danish organization working on emergency, development, information and advocacy with its headquarters in Copenhagen, Denmark.

Vacations Club International New Delhi Aug '96 - Mar '99
Front Desk and Customer Care Executive

KEY ACHIEVEMENTS

- ☞ Independently managing Santa Monica Study abroad Pvt. Ltd. Operations in Delhi, and succussfully secured admission for Students in, Canada,New Zealand, Australia, Bulgaria and Philipppines.
- ☞ Demonstrated excellence in working **independently with minimum supervision in managing accounts for 16 years** which included timely and accurate audit reports and project financial reports to HQ.
- ☞ Successfully **set up sub office for the Tsunami relief in South India** in the absence of RR in February 2005 and managed the sub office while giving remote guidance and assistance to the admin and program officers and successfully closing the project office in 2006.

- ⌘ Facilitated 100% return of the security deposit from the delegate residential lease agreements.
- ⌘ Independently and efficiently managed all the accounts and administrative tasks and reporting directly to the HQ in the absence of Regional Representative in the year 2004-2005.

PROFESSIONAL TRAININGS

⌘ Leadership & Excellence in Business	Gurgaon (One year training)		2015-2016
⌘ Basic Security Training by CWS ,Thailand	New Delhi	3 days	2011
⌘ Procurement Training	New Delhi	5 days	2010
⌘ Maconomy ERP	Copenhagen Denmark	7 days	2009
⌘ Finance Officers Training	Copenhagen Denmark	5 days each	2005, 2006 and 2007
⌘ Advanced training in PHS systems	Kathmandu		2006
⌘ Trafficking and safe migration	Phnum Penh Cambodia	7 days	2005
⌘ Project Handling System (PHS), Intranet	New Delhi	5 days	2003
⌘ Accounts and Book- Keeping" (WinKASPro)	Copenhagen Denmark	7 days	2001

ACADEMIC CREDENTIALS

Masters in Business Administration- Human Resources Management	Indira Gandhi National Open University, New Delhi	2003
Diploma in Information & Systems Management	APTECH New Delhi	1997
Master of Arts (MA) Sociology	University of Calicut, Kerala	1993
Bachelors of Arts (BA) Economics	University of Calicut, Kerala	1991

TECHNICAL EXPERTISE

Computer: Windows Exp and MS Office [MS-Excel, Ms-Word], MS Outlook
Accounting: Tally Accounting Package, Maconomy ERP, Digital Marketing

Place: New Delhi
 Date: 07/05/2016