

DR. MONIKA ALEXANDER, Ph.D.

Senior Admissions & Student Recruitment Specialist | Educational Leader | School Principal

Jaipur, India | Available for Immediate Relocation to Dubai

PROFESSIONAL SUMMARY

Experienced educational leader and admissions specialist with 10 years of K–12 school leadership experience and professional expertise in international student recruitment, admissions counseling, parent engagement, and enrollment conversion. Currently working in international medical education recruitment, counseling NEET-qualified students and their families regarding MBBS and dental pathways in Georgia and Europe. Demonstrated success in converting qualified prospects into applications and paid enrollments, including 7 positive student applications and 2–3 fully paid enrollments during the initial tenure. Holds a Ph.D. in Biblical Counseling, with a strong background in student profiling, behavioral guidance, and parent-student consultations.

CORE COMPETENCIES

- International Student Recruitment • Admissions & Enrollment Management
- Education Consulting • Student & Parent Counseling
- International MBBS & Dental Admissions • Lead Conversion & Pipeline Management
- High-Value Enrollment Closing • Student Profiling & Academic Mapping
- Career Guidance & Higher Education Counseling • School Administration & Governance
- Academic Leadership • Parent & Stakeholder Relations
- Staff Supervision & Team Management • Curriculum & Academic Planning
- Board & Regulatory Compliance • International Education Pathways

PROFESSIONAL EXPERIENCE

ATMAIA EDUCATION — Senior Admissions Counselor | 2026 – Present

- Manage the international medical education recruitment pipeline for NEET-qualified students seeking MBBS and dental programs in Georgia and other European destinations.
- Counsel students and parents on university selection, eligibility, admissions procedures, documentation, registration, and visa-related processes.
- Conduct high-value consultations with families evaluating international medical education opportunities.
- Successfully secured 7 positive student applications and 2–3 fully paid enrollments during the initial tenure.
- Manage prospective-student pipelines from initial inquiry and qualification through application and enrollment.
- Translate complex international admissions requirements into clear, actionable guidance for students and parents.

SAINT JAMES PUBLIC SCHOOL — School Principal | 2016 – 2026

- Provided overall academic, administrative, and operational leadership for the school over a 10-year tenure.
- Supervised teaching and administrative teams while maintaining academic standards and institutional policies.
- Led curriculum planning, academic monitoring, staff coordination, and school-level governance.
- Managed parent relationships and resolved complex student, academic, and stakeholder concerns.
- Maintained effective communication with school management and governing stakeholders.
- Established and developed a dedicated career guidance function to support senior students in planning higher-education pathways.
- Personally mentored students regarding academic progression, career choices, and higher-education opportunities.
- Ensured implementation of academic policies, institutional procedures, and board-related requirements.

ARMY PUBLIC SCHOOL — TGT – English | 2014 – 2016

- Taught English language and literature within a structured school environment.
- Delivered curriculum-aligned instruction and assessed student academic progress.
- Provided student mentoring and academic guidance.

EDUCATION & CREDENTIALS

Bachelor of Arts (B.A.) – English & Political Science	2001
Master of Arts (M.A.) in English Literature	2004
Bachelor of Education (B.Ed.)	2007
Master of Education (M.Ed.)	2017

AWARDS & RECOGNITION

National Unity, Integrity & Goodwill Award – 2013

World Peace Council — Recognized for contribution to community welfare and social service.

LANGUAGES & INTERNATIONAL MOBILITY

Languages: English – Fluent | Hindi – Fluent

Dubai Relocation: Available for immediate relocation

Current Location: Jaipur, India

PROFESSIONAL VALUE PROPOSITION

Education Leadership + International Admissions + Counseling Expertise

A distinctive combination of 10 years of school principal-level leadership with current hands-on experience in international student recruitment and high-value admissions conversion. Particularly suited to organizations seeking an education professional who can combine counseling expertise, institutional leadership, parent relationship management, and enrollment-focused execution.