

ANJANA GUPTA

STUDY OVERSEAS COUNSELOR

CONTACT

7980266102

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Kolkata, India

SKILLS

- Microsoft Office
- Tally
- Team Work
- Decision Making
- Leadership
- Excellent Communication Skill

CERTIFICATION

- British Council Certified UK Counsellor

SUMMARY

Comprehensive problem solving abilities and willingness to learn, Hard working ability, Maintain punctuality and willing to play a key role in challenging situations

WORK EXPERIENCE

Student Counselor

Global Reach 19th July 2023- Present

- Handling B2C calls
- Face to face counseling
- Shortlisting universities
- Helping the team with US queries
- Filling applications to the universities
- Negotiating and closing deals with students

Senior Counselor

Abroad Eduversity 03-2023--06-2023

- Helped students find solutions by proper counseling based on the profile
- Cold calling
- Provided training to the interns and the junior counselors
- Shortlisting the universities,
- Dealing with both B2B and B2C sales Processing the applications for the students
- B2B tie-ups

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EDUCATION

- Bachelors Of Commerce

Indira Gandhi National Open University -
07/2022 - Present,

Courses

- Accounts
- Business Law
- Business Organisation

Intermediate (Higher Secondary)

St.Joseph's Junior College For Girl's

06/2015 - 03/2017, 6.6 CGPA

Courses

- Commerce
- Economics
- Civics

LANGUAGES

- English
- Hindi
- Bengali
- Telugu

B2C COUNCELOR

MSQUARE MEDIA 11 -2022 – 02-2023

- Counceling the Students
- Shortlisting the Universities
- Eligibility Checking
- Collecting the required documents

COUNSELOR TRAINEE

Outleap Technologies Private Limited 02-2022
–06-2022

- Counseling Stu-dents
- Shortlisting the universities according to the profile
- Arranging the documents for financials and visa

STUDY OVERSEAS CONSELOR

Y- Axis Overseas Careers Counseling the
Students 04-2021–01-2022
(USA/UK/Australia/Canada/Germany/Italy/
France)

- Meeting the Monthly Targets.
- Managing Escalations Of The Students

ASSISTANT COUNSELOR

Institute Of Management And Foreign
Studies(IMFS) 07-2018–12-2020

- Counseling the students to clarify the queries regarding overseas education
- Filing applications to the universities of USA/ Australia & UK/Canada
- Booking the slots for GRE/IELTS/SAT
- Meeting the B2B agents and the delegates of partnered universities