

**Ritika Anjna**

Gurgaon, Haryana

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**Professional Summary**

Experienced Senior Officer in the education consulting industry, specializing in providing personalized consultation services to students aspiring to study in Australia. Proficient in assisting students with course and university shortlisting, guiding them through application processes, and offering visa and document management support. Adept at offering strategic advice, managing multiple tasks, and maintaining client relationships. Highly skilled in communication, critical thinking, and business development.

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**Work Experience****Senior Officer (Australia)**

*SIEC Education Pvt. Ltd., Gurgaon*

November 2022 – Present

- Provide one-on-one consultations for students aspiring to study in Australia, including guidance on course selection, university applications, and visa documentation.
  - Assist students from diverse countries (India, Pakistan, Nepal, Bangladesh, etc.) in identifying suitable programs based on academic background, career aspirations, and financial capabilities.
  - Manage and review the GS file preparation for students, ensuring that all documents are accurate and complete.
  - Guide students through the student visa application process, ensuring compliance with Australian immigration regulations and university requirements.
  - Contribute to business development initiatives and provide strategic suggestions to improve operations.
  - Successfully submitted 2000 applications for the July 2024 intake.
  - Conduct webinars to deliver new university updates and procedures to apply and receiving a visa
  - Operation management for Australia
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**Education****Master of Business Administration (MBA)**

*Suresh Gyan Vihar University*

2022 – 2025 (Expected)

**Bachelor of Science in Nursing (BSC Nursing)**

*Jaipur National University*

Graduated: 2022 (Gold Medalist) – 82%

**Senior Secondary (12th Grade)**

*Amatir Kanya Gurukul, Kurukshetra*

2017 – 80% (PCB)

**Secondary (10th Grade)**

*Amatir Kanya Gurukul, Kurukshetra*

2015 – 9.6 CGPA

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**Skills**

- Fluent in English and Hindi
  - Strong interpersonal skills and relationship-building capabilities
  - Deadline-driven with a proven ability to meet targets
  - Critical thinker and problem solver
  - Experienced in business development and generating new ideas
  - CRM software proficient
  - Microsoft Excel and data management skills
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**Certifications & Achievements**

- **Key Contributor – Operation Star** (Performance Recognition Award)
  - **Employee of the Month**
  - **Key Contributor in July 2024 Intake** – Successfully submitted 2000 applications
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**Languages**

- English (Fluent)
  - Hindi (Fluent)
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**Hobbies & Interests**

- Music
- Reading books
- Cooking