

Falguni Chaple

Flat no 102, Gajanan apartment, Satya Sai society near sainik chowk dattwadi
Nagpur 440023
73857 88020 • navandarfalguni@gmail.com

Objective

Seeking a position where I can utilize my skills and contribute to the best of my efforts to help the company grow and attain success. I want a role that helps me realize my potential by allowing me to explore different aspects of the industry.

Work Experience

Senior Admission Consultant
K C Overseas Education

September 2022 to November 2024

- Student Profiling and Counseling: Understanding Student's Profile: Assess students' academic background, career goals, financial capabilities, and cultural preferences.
- Personalized Counseling: Provide tailored advice on suitable countries, universities, and courses based on individual needs and aspirations.
- Career Counseling: Assist students in making informed decisions about their future career paths and how overseas education can contribute to their goals.
- University Selection and Application Process: Research and Recommendation: Identify suitable universities and programs based on the student's profile and preferences.
- Application Assistance: Guide students through the application process, including essay writing, statement of purpose (SOP), letter of recommendation (LOR), and other required documents.
- Document Preparation: Assist in preparing and submitting application documents accurately and on time.
- Application Fee Payment: Facilitate the payment of application fees and other required expenses.
- Visa Guidance and Support: Visa Process Guidance: Provide comprehensive guidance on visa requirements, procedures, and timelines.
- Document Preparation: Assist in preparing necessary visa documents, such as financial statements, visa forms, and supporting documents.
- Visa Interview Preparation: Offer tips and strategies for successful visa interviews.
- Visa Application Submission: Facilitate the submission of visa applications to the respective embassies or consulates.
- Pre-Departure Orientation: Accommodation and Travel Arrangements: Assist in booking accommodation and flights.

- Cultural Orientation: Provide information about the host country's culture, customs, and etiquette.
- Financial Planning: Advise students on budgeting and managing finances while studying abroad.
- Health and Safety Guidelines: Share essential information about health insurance, emergency contacts, and safety measures.
- Post-Arrival Support: Initial Settling-in Assistance: Provide guidance on finding accommodation, opening bank accounts, and other practical matters.

Education

Bachelor in Business Administration

2019 to 2022

Hislop College of Nagpur

- I have successfully completed a Bachelor of Business Administration degree from Hislop College, Nagpur, achieving a Cumulative Grade Point Average of 7.45.

Senior secondary education

2017 to 2018

Hadas high school of Nagpur

- I have successfully completed my plus two from Hadas High School, Nagpur by achieving 52% percent .

Other Activities

Participated in various quiz and various education fair hosted by KC overseas education for the student who are willing to do abroad studies. Being a senior admission consultant, I have handled two major universities of UK, which is London South Bank University and university of East Anglia along with the pathway of Navitas.

Skills

- Decision-making
- Team building
- Visa application
- Visa application reviewing
- Career counselling
- Preparing aspirants for interview