

# RIYA SHETH



## Contact

### Address:

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## Languages

English  
Hindi  
Gujarati

## Hobbies

- Sketching
- Photography
- Design

## Summary

To seek challenging assignment and responsibility, with an opportunity for growth and carrier advancement as successful and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

## Skill Highlights

- |                          |                 |
|--------------------------|-----------------|
| • Hardworking            | Creative design |
| • Strong decision maker  | Innovative      |
| • Complex problem solver | Service-focused |

## Experience

**Admission Officer - 07/2018 to 04/2019**

**ECA Global, Ahmedabad**

- Analyze the applications of prospective students based on standard admission policies.
- Interview students to understand their objectives and background.
- Review all the students' applications and refer the Students to financial services personnel if required.
- Inform students about the courses offered and the tuition fees.
- Develop innovative communication strategies, recruitment strategies and enrolment plan in coordination with senior management to attract and enroll more students.
- Maintain a database of student information, telephone logs and student feedbacks in order to generate student reports for management whenever required.
- Provide support to the Senior Admission Counsellor when needed.

## Education

**SSC – CBSE – 7.4 CGPA 2014**

**HSC - GSEB – 60% 2016**

**Venus Institute of Interior and Architecture – 2022**