

Rupanjali Gupta

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Objective

My aim is to work innovatively for the enhancement and betterment of education. I aspire to work as an Educational/Admission Counsellor to help students in taking up the right academic course that will help them in future.

Experience Summary

Overall Experience: Total 9 years of experience in Counselling field with different responsibilities.

- Oct 2021 to present: Currently working as an Admission Head with Shri Ram Global School, Sector 9A, Gurugram.
- **January 2020 to September 2021** : Worked as an Admission Manager with Ryan International School, Sector 40 Gurugram.
- **August 2018 to December 2020:** Worked as an Admission counselor with Delhi Public WorldSchool, Aravalli, Gurgaon
- **April 2016 to January 2017:** Worked as a Senior Executive (Marketing and Counselling) with iFast Professionals, Gurgaon
- **June 2015 to March 2016:** Worked as a Life Skill Trainer with Bridge Point Skills & Network Pvt Ltd, Gurgaon
- **July 2013 to March 2015:** Worked as an Admission Counsellor at Neil World School, Morena, affiliated to CBSE Board.

Key Skills

- Proficient in written and verbal communication skills.
- Able to solve the issues of the students & handling the queries raised by parents.
- Able to work under targets and to work with in a team.
- Able to organize Events, Promotional Activities in RWA, Pre Schools, Educational fair etc.
- Able to generate maximum number of leads and to get the maximum conversions.
- Able to perform admission procedures which include document verification, fee collection and others related activities.
- Able to handle marketing and admin responsibilities.

Work Experience

Organization: Shri Ram Global School, Gurgaon

Designation: Admission Head

Duration: October 2021 till present

Roles and Responsibilities:

- Handling the duties and responsibilities of work which include calling, counselling, admission processes, documentation and data management etc.
- Organizing Events at RWA and Pre-Schools.
- Follow-up for all withdrawals and try to maximize conversions.
- Control withdrawal by continual engagement with Parents.
- Handling all the parent grievances in coordination with Section in charge promptly after Student's Admission.
- Preparing marketing plan, promotional activities, advertisements, Campaigns etc. for generating more Business.

Achievements:

- Generated more than 250 leads in one month during covid time.
- Done More than 200 Admissions .
- Delivered Admission targets single handedly.
Got the MOU signed with 3 MNCs and approx. 30 Preschools within 6 months.

Organization: Ryan International School, Gurgaon

Designation: Admission Manager

Duration: January 2020 to September 2021

Roles and Responsibilities:

- Handling the duties and responsibilities of work which include calling, counselling, admission processes, documentation and data management etc.
- Organizing Events at RWA and Pre-Schools.
- Follow-up for all withdrawals and try to maximize conversions.
- Control withdrawal by continual engagement with Parents.
- Handling all the parent grievances in coordination with Section in charge promptly after Student's Admission.
- Preparing marketing plan, promotional activities, advertisements, Campaigns etc. for generating more Business.

Achievements:

- Generated more than 250 leads in two weeks.
- Delivered Admission targets single handedly.
- Got the MOU signed with 3 MNCs and approx. 30 Preschools within 6 months.

Organization: Delhi Public World School, Gurgaon

Designation: Admission Manager

Duration: August 2018 to December 2019

Roles and Responsibilities:

- Attending calls, handling enquiries and explain parents regarding our educational services.
- Conducting promotional activities for lead generation.
- Follow up with positive leads and converting them into admissions.
- Performing all admission procedures which include document verification, fee collection and others related activities.
- Responsible for marketing as well as admin responsibilities.

Organization: iFast Professionals, Gurgaon

Designation: Senior Marketing Executive

Duration: April 2016 to January 2017

Roles and Responsibilities:

- Handling the duties and responsibilities of work which include calling, counselling, admission processes, documentation and data management etc.
- To understand the educational need and provide counselling and career guidance for students.
- To present our modules to the students using projector and brochures.
- To follow up with them and to make them understand regarding our educational services.
- To conduct seminars and to make students and their parents aware of overseas education.
- Handling enquiries and getting admissions done.
- Converting walk-ins into admissions.

Organization: Bridge Point Skills and Network, Gurgaon

Designation: Life Skills Trainer

Duration: June 2015 to March 2016

Role and Responsibilities:

- Involved in developing curriculum on Life Skills & Interpersonal Skills and inculcate it in Schools PanIndia.
- Imparting Training to Corporate, College & School Students on life Skills, Interpersonal Skills & prepare them for the professional world.
- Organize workshops for Teachers and Students.
- Conducted meetings with different schools within different states and make them understand the value of Life Skills training.

Organization: Neill World School, Morena

Designation: Admission Counsellor

Duration: July 2013 to March 2015

Role and Responsibilities:

- Addressing, handling or re-directing queries with regards to admission on time.
- Informing the parents about fee structure and school timings.
- Post registration, taking the parents on a school tour.
- Handling enquiries raised by parents over phone, email etc.
- Providing identity cards and bearer cards to the students and parents respectively, post joining.
- Organizing school promotion related activities within the school premises or outdoor.

Education

Degree/ Course	Discipline/ Specialization	School/ College	University/ Board	Year of passing	Aggregate/ Percentage
Bachelor of Education	Science	JSR College	Jiwaji University	2018	75.60
Bachelor of Engineering	Computer Science	VIT College, Bhopal	RGPV, Bhopal	2013	69.40
XII	Science	T.R. Gandhi Public School , Morena	M.P. Board	2008	64.60
X		Govt. Excellent H.S. School , Morena	M.P. Board	2006	71.56

Activities and Achievements

- Done 100 admissions successfully during peak covid for Ryan International School.
- Attended 9 days training on “Words Worth” at Neil World School.
- Conducted Teachers training in Vedic-Era, Sonipat and Jain Public School, Rewari. Conducted Students workshop in G.D. Goenka Public School, Bhiwadi.
- Conducted seminars in multiple cities on awareness of overseas education (MBBS) for the students and their parents.
- Member in organizing committee of “Neil World School” to organize annual function.
- Won on the spot award for best dressing on Teacher’s day.
- Event organizer in college level functions and other technical events.

Personal Details

Husband's Name	:	Mr. Ankush Gupta
Date of Birth	:	25 th July, 1991
Marital Status	:	Married
Languages	:	Hindi and English
Nationality	:	Indian