

Sumit Sharma

Email : Alexsumit7@gmail.com

Contact Number: 9528598067,
8287081818

Date of Birth : 18th of oct, 2001

Summary

- Over 4 years of experience in Education counselor.
- Ability to develop good relationships with current and potential clients and students.
- Excellent leadership and communication skills.
- High attention to detail and a focus on fact-based decision making.

Work History:

Sushant University.

jan 2022-Till No

Vertical : Regular

Responsibilities:

- Helping students to prepare for admissions applications and enroll them to the courses in which guide students with their overseas education options after understanding their profile and desired course.
 - Assist students on deciding on the universities/colleges and programs to opt for.
 - Help students build their profile (sop/lor/resume).
 - Provide insights on career outcomes based on their preferred options.
 - Strategist and participate in business development and marketing activities.
 - participate in educational activities.
- Good in ms office, crm, analytics/numbers and metrics.

Blackboard Education & Research Foundation

March 2020-Jan2022

Vertical : College Vidya

Sr. Counsellor

Responsibilities:

- Helping students to prepare for admissions applications and enroll them to the courses in which they are interested with good offers and discounts.
- Giving Face to Face consoling to take admission in respective universities.
- Dealing with **Lovely Professional University, Amity University, Manipal University, Maharishi University Mullana** and etc.
- Discover training needs and provide coaching to team if it's indeed.
- Encourage team creativity and risk-taking.
- Providing one-on-one career guidance and skills assessment to assist with career development.
- Providing students with materials related to a career of their choice or career counseling to suit their skills.

Education

- 10th from U.P Board with 72% in 2017
- 12th from U.P Board 78 percentages in 2019
- B.com from C.C.S University 71 percentages in 2021.
- MBA From Manipal University in 2023

Hobbies

- Story telling.
- Cooking.
- Playing Chess and Cricket

Name	Sumit Sharma
Father Name	Shrinivash Sharma
D. O.B	18 Oct 2001

Date.....

Signature.....

