

Ashwini Kamble

Back Office/ Customer service

Pune, Maharashtra

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9834829452

Willing to relocate to: Mumbai, Maharashtra - Pune, Maharashtra - Pimpri chinchwad

Work Experience

HR counseling and executive

Mindscript technology

July 2018 to November 2018

1. Counsel prospective students & their guardians who are considering a career or career change.
2. Handling fresh inquiries (making phone calls & walk-ins).
3. Follow up calls to the prospective students.
4. Evaluate student educational and work backgrounds in order to help them determine what they need to do next to achieve their goals.
5. Advise students about what courses and educational programs they need to do for a career.
6. Maintains the work structure by updating job requirements and job descriptions for all positions.
7. Coordinate with students , Parents as well as staff.
8. Submit daily activity report to immediate superior.

Education

Msc(cs)

SPPU

Skills / IT Skills

- Software Testing
- Ms-Excel
- Counseling and executive (Less than 1 year)