

SHAIFALI SRIVASTAVA



About Me

An accomplished professional with a proven track record of success in various roles and industries. Possessing a diverse skill set and adaptability, has excelled in areas such as project management, team leadership, and problem-solving. With a strong commitment to excellence and a passion for continuous learning, consistently delivering high-quality results and contribute to the growth and success of organizations. A strategic thinker and effective communicator, I am poised to make a valuable impact in any challenging and dynamic work environment.

My Contact

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📍 Mayur Vihar Phase-1, Delhi, India

Hard Skill

- HTML & CSS
- Wordpress
- Microsoft Excel
- Microsoft Word
- Power Point Presentation
- Email Handling

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking
- Team Building
- Researching
- Course Counseling
- Interview Skills

Education Background

- **Delhi University**
Bachelors in Commerce
Completed in 2020
- **NIOS**
Senior Secondary (12th)
Completed in 2017
- **RSKV**
Secondary Education (10th)
Completed in 2015

Professional Experience

- **Academic Counselor**

Affinity Educational Pvt Ltd
2021 July - 2021 December

Key responsibilities:

- Provide guidance and support to students regarding academic planning, course selection, and degree requirements.
- Monitor students' academic progress and intervene when necessary to address any issues or challenges.
- Collaborate with faculty and staff to develop and implement intervention programs for students at risk of academic failure.
- Stay up to date with university policies, academic programs, and resources to provide accurate and relevant information to students.
- Maintain confidential and accurate student records, including academic plans, progress reports, and counseling notes.

- **Academic Counselor**

Trustway Career Guidance
2020 November - 2021 June

Key responsibilities:

- Conduct individual and group counseling sessions to assess students' strengths, interests, and academic needs.
- Monitor students' academic progress, identify challenges, and provide interventions to improve performance
- Assist students in navigating college admissions processes, including applications, essays, and financial aid opportunities.

- **Om english Mantra**

Certificate in Computer Teacher Training
Completed in 2015

- **NASSCOM**

Python Development & Fundamentals
Training
Completed in 2020

Internships

- **HR Recruiter**

Trust & Services (Mumbai)
2020 April - 2020 September

Key responsibilities :

- Hiring candidates for marketing and Digital marketing roles
- Keep them updates about the upcoming task and duties
- Conducting meeting with the team
- Offer negotiation and job offer preparation

- Stay updated on educational trends, policies, and requirements to provide accurate and up-to-date information to students.
- Perform accurate and efficient data entry tasks, ensuring the timely and precise input of information into databases, spreadsheets, or other designated systems.

- **Teacher Cum Branch Head**

Kids Pug school

2018 February - 2020 March

Key responsibilities:

- Job posting and advertisement creation
- Resume screening and application review
- Conducting interviews and candidate assessments
- Create and implement engaging lesson plans that align with the curriculum, catering to the diverse learning needs of primary students.
- Foster a positive and inclusive classroom environment that promotes active student participation and a love for learning.
- Provide effective instruction across various subjects, including language arts, mathematics, science, and social studies.