

Nikita Verma

Counsellor



A qualified Counsellor with proven experience supporting colleagues in the workplace and educational settings. Multi-talented, experienced in policy development and staff management procedures positively impacting overall morale and productivity.

Work experience

Since Jun.
2018

Counsellor / [Lakme Academy Jaipur](#) Jaipur

Received training to represent brand, explain courses to the student and guide them for the course selection. Developed team communications and information for meetings.

From Dec.
2017 to Mar.
2018

Graphic designer / [Dear Fusion](#) Jaipur

Designed advertisements & teaser for website & social media.

From Nov.
2016 to Oct.
2017

Relationship Manager & Graphic Designer / [Shout- the media](#) Jaipur

Created visual concepts, using softwares like Photoshop, Corel, After Effect or by hand, to communicate ideas that inspire captivate customers. Also, worked with the other departments to provide excellent service to customers.

Education

From 2015 to
2016

Graphic Designing & Motion Graphics / [MAAC](#) Jaipur

From 2014 to
2015

M.A in English Literature / [Jain Girls College](#) Bikaner

From 2011 to
2013

B.A from MGSU / [Jain Girls College](#) Bikaner

✉ nikitaverma0593@gmail.com

📍 86, Marudhara Nagar
Bikaner

📅 Date of birth 05/01/1993

📄 Driving licence

🚗 Personal vehicle

📞 9672664640

Languages

English

Hindi

Interests

Listening Music , Socializing &
Animal Care

Education

From 2009 to
2010

12th from CBSE Board / [D.P.S](#) Bikaner

From 2007 to
2008

10th From CBSE Board / [R.S.V School](#) Bikaner

Skills

Fast Learner, Troubleshooter with leadership abilities,Excellent attention to details.

Computer skills

Proficient with Microsoft Word, & Excel.

Maintained projection of company in Microsoft Excel.

Experienced graphic artist well-versed in Adobe Photoshop, Corel, Illustrator, and Sketch.

Assets

Communication Skills, Flexibility,
Teamwork, Problem-Solving Skills,
Confident, Self Determination
