

# Harshit Sharma

**Address** New Delhi, Delhi, 110058

**Phone** 7048991849

**E-mail** harshitprofessional6@gmail.com

Endowed with a long-term experience in educational counseling, sales, marketing, and operations & beginning experience in Human Resource with the willingness to further learn & explore in these domains.

## Skills

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Excellent oral and written communication

High Convincing ability

Expert in strategic planning.

Conflict Resolution tactics

Administrative Ability

## Work History

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**2019-11 - 2020-09**

### Senior Academic Counselor

*Entrepreneurship & Management Process International Business School , Delhi*

- Telephonic conversations for enrollments.
- Thorough convincing counseling & follow ups till end admission closing.
- Handling student grievances thereafter to prevent admission withdrawal.
- Support and guidance to students post admissions to maintain healthy rapport.
- Outstation & in-station travel for campaign & marketing activities.

**2014-10 - 2019-07**

### Academic Counselor

*New Delhi Institute of Management*

- Telephonic conversations for enrollments.
- Thorough convincing counseling & follow ups till end admission closing.
- Handling student grievances thereafter to prevent admission withdrawal.
- Support and guidance to students post admissions to maintain healthy rapport.
- Outstation & in-station travel for campaign & marketing activities.

**2014-01 - 2014-10**

### Academic Counselor

*IMS Learning Resources Private Limited, Delhi*

- Counseling for Various UG & PG Test Preparation course.
- Successful Batch formation & sales achievement.
- Marketing & campaigning in the city.

## Education

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**2006-08 - 2010-12      Bachelor of Engineering : Computer Engineering**

*SUS Group of Colleges - Punjab*

GPA: 68.3

**2018-08 - 2021-10      PGDM: Human Resources Management**

*IMT Ghaziabad (Centre of Distance Learning) - Ghaziabad*

## Areas of Strength

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- Good Consultation ability & convincing skills.
- Dedication & complete absorption in work.
- Good Verbal Command & Presenting Skills.