



Sneha S

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Objective

Dynamic Academic Counselor with extensive experience in providing guidance and support to students in their academic and personal growth

Experience

- **Elite IIT**

Oct-2020 - Dec-2022

Education counselor (Assistant Manager)

- Consulting with students

- Guiding academic and career goals

- Administering and interpreting assessments.

- Developing and implementing academic and personal support programmes.

- Providing resources and referrals.

- Collaborating with faculty and educational support staff.

- Maintaining detailed records and documentation.

- Keeping up to date with educational trends and research.

- **Aakash Educational Service Limited**

May-2023 - 02-06-2024

Senior Executive (Admission officer)

- Analyze the applications of prospective students based on standard admission policies.

- Interview students to understand their objectives and background.

- Provide clarifications to student's queries in a professional manner.

- Follow-up with students for any enquiries through direct meetings, live chat, phone calls and emails.

- Advice students about the programs offered, admission procedure, eligibility and costs involved.

- Provide assistance with recruitment activities, student interviews, admission publications, and information sessions.

- Provide assistance to the students to complete the enrolment forms.

- Review all the students' applications and refer the students to financial services personnel if required.

- Inform students about the courses offered and the tuition fees.

- Arrange orientation programs, educational workshops and graduation programs for students.

- Provide support to prepare admission related presentations and to host student receptions.

- Develop innovative communication strategies, recruitment strategies and enrolment plans in coordination with senior management to attract and enrol more students.

- Participate in all recruitment events, open houses, school fairs, information sessions, exhibitions, school visits and off-campus events.

- Maintain a database of student information, telephone logs and student feedbacks in order to generate student reports for management whenever required.

Education

Course / Degree	School / University	Grade / Score	Year
Bachelor of Science	Maharani Science College for women		2021

Skills

- Communication , Organization , Multi-tasking , Problem-solving , Customer services, Teamwork , Decision making , Interpersonal skill, Flexibility , Active Listening , 1-2-1 Counseling , MS Excel , MS office,

Achievements & Awards

- Best employee of the year 2022

Languages

- Kannada, English, Hindi

Personal Details

- Date of Birth : 28/12/2000