



# Sneha S

169,KHBCS Layout, Rajgopal Nagar, Peenya 2nd stage, Bengaluru  
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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 employe of the year 2022

### **Languages**

- Kannada, English, Hindi

### **Personal Details**

- Date of Birth : 28/12/2000