

Nidhi Makwana

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EDUCATIONAL QUALIFICATIONS:

Bachelor of Commerce (Bcom): 2017-2020

Mumbai University

Prahladrai Dalmia Lions College of Commerce and Economics

CGPA: 5.20/10

Bachelor of Commerce (HSC): 2016-2017

Mumbai University

Prahladrai Dalmia Lions College of Commerce and Economics

Percentage- 65%

WORK EXPERIENCE:

Wise learn, Mumbai, February 2023 to Present

Office Admin Executive

- Maintain student records as per company policy and procedures
- Co-ordinate & Maintain class schedules
- Manage “support” email account, process student requests as per company policies.
- Schedule & Facilitate the online classes on MS Teams
- Take care of other operational tasks

SI-UK, Mumbai, February 2022 to January 2023

Buddy Counselor

- Guiding students regarding courses and colleges in the UK and Ireland
- Shortlisting universities according to their profile
- Submit their application and help to get an offer letter
- Helping with paying fees, accommodation, and guiding for loan

Eduoptions Germany, Mumbai, January 2021 to January 2022

Counselor

- Calling students on new enquiry or database
- Look after student who walk into office and take my information by filling out a form ●
Submit form to the concerned counselor for counselling
- Maintain data for walk in students
- Followup with them on daily basis

Skills:

Communication, Problem-solving, Leadership, customer-service, Time-management, Listening, Attention to detail, teamwork, work, decision-making, Management skills.

Language Known:

Gujarati, English, Hindi

Thanks and Regards,
Nidhi Makwana