

SHAHAL ANSARI



About Me

A motivated and detail-oriented professional with a year of working experience as admission counselor and back end office worker @ a CGPSC coaching center in durg. equipped with proficiency in MS-excel, MS-office, Data-Base Management work. Passionate about administrative acumen to contribute effectively in dynamic environments.

Skills:

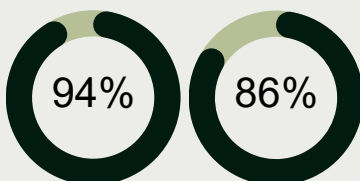
MS-office[excel and office]-	95%
Administrative coordination-	90%
Communication & Counselling-	95%
Data management-	85%
Multi-tasking & Time management-	90%
Problem solving-	95%

Education:

High School -	86%
Higher Secondary [PCB] -	81%
U.G. [BSc Bio] -	72%
P.G. [MSc Botany] -	--
PGDCA -	81%

Language:

ENGLISH HINDI



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Professional Experience:

ADMISSION COUNSELOR

June 2022 - May 2023| Competition Community

- Student counselling and admission: Guided prospective students through enrollment process ,addressing queries ,communicating program benefit.
- Client relationship management: Build trust among students and parents by providing tailored academic advice and follow-up support.
- Fee management and Financial coordination- Handel fee collection, maintain payment records and ensure timely deposit transaction.
- Excel-based scheduling and payroll for teachers
- Data organization & Multi-tasking
- Problem solving and Optimized workflow.

FREELANCING:

- Financial Analysis and Market Research.
- Data Driven Decision Making.
- Risk Management
- Stratigic Planning.