



SAKSHI SACHDEVA

International Admission Officer

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PROFILE

I am currently working as an International Admission Officer at ATMC Australia where we are authorized to assess the academic profiles of the students, process their offer letters and COE's so that the willing & eligible students can study abroad in Australia. Apart from this, I have a perfect knowledge of processing e-commerce operations on different online shopping portals such as Flipkart, Snapdeal, Paytm, Shopclues, Amazon, and eBay.

EDUCATION

Masters in Commerce, (M.COM)

IGNOU (Distance Learning Mode)

Dyal Singh College

New Delhi, Delhi

Post Graduated, February 2018

Marks 60%

Division 1

Bachelors in Commerce, B.COM

Delhi University, SOL

(Distance Learning)

New Delhi, Delhi

Graduated, November 2016

Marks 65%

Division 1

Higher Secondary, 12th (Commerce Stream)

Sukho Khalsa Sr. Sec. School

CBSE Board

New Delhi, Delhi

Passed in 2013

Marks 77%

Division 1

SKILLS

- Online Marketing
- Teaching
- E-Commerce Operations
- Writing

WORK EXPERIENCE

January 2018 – Current

International Admission Officer

ATMC Australia

Kotla Mubarakpur, Delhi

Assessing the applications of students who are willing to study abroad based on their academic qualifications, scores, and other relevant eligibilities. The company has a tie-up with 3 Australian Universities which have provided us (ATMC) a complete set of guidelines for the international admissions. We (admission department of ATMC) have to assess such applications and offer/suggest them the relevant courses by processing offer letters, COE (confirmation of enrollment, and GTE (Genuine Temporary Entrant).

October 2015 – October 2017

E-Commerce Industry (E-commerce operations/Content Writing)

Action India Home Products

Shadipur, Delhi

Uploading of products online on various shopping portals and company's own websites, managing catalog online, order processing, developing content for the products as well as for the website.

COMPUTER PROFICIENCY

- 1-Year Diploma in Computers
- Typing Speed – 40 wpm

LANGUAGES

- Hindi
- English

INTERESTS

- E-Commerce Activities
- Music
- Writing

PERSONAL DETAILS

Father's Name: Mr. Dharampal Sachdeva

Marital Status: Single

Birthday: December 27, 1995

Nationality: Indian

Gender: Female

Declaration

I, Sakshi Sachdeva, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Sakshi Sachdeva

New Delhi