

Curriculum Vitae

Harsha Sachdeva

House No – G-1st 56/57 Madangir Dr. Ambedkar Nagar New Delhi -110062

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Administrative professional with organizational, communication and technical skills. Recognized as effective problem solver with ability to multi-task and achieve organizational and team goals. Performed a broad range of administrative responsibilities including organization and processing of records, coordinating of training activities, and provision of customer service.

Experience

Global Opportunities Pvt Ltd.

Designation: Admission officer

Duration: 1st July 2019 to till date

Roles and Responsibilities

- ✓ To process the University applications of many different countries including Germany, France, Canada and UK.
- ✓ Maintaining complete database with records of the students.
- ✓ All work done on crm.

Edusky Global Education LLP

Designation: Admission officer

Duration: - 12th Dec 2016 to 22nd June 2019.

Roles and Responsibilities

- ✓ To process the University applications of many different countries including Germany, France, Poland, Netherlands.
- ✓ Maintaining complete database with records of the students
- ✓ Handling all queries related to SRH Berlin as i am representing the SRH Delhi branch, India office.
- ✓ Booking Germany Visa appointments through online portal or via telephonic mode
- ✓ Having good knowledge of German visa

Edwise International LLP

Designation: Admin Executive

Duration: - 6th Oct 2014 to 29th July 2016

Roles and Responsibilities

- ✓ Tele Calling Exposure
- ✓ Taking care of the day to day admin activities of the Organization.
- ✓ To process the University applications of Australia and New Zealand
- ✓ Maintaining complete database with records of the students
- ✓ Handling all incoming calls and transferring to different departments.

Academics

- ✓ **B.com** from University of Delhi in **2015**.
- ✓ **Senior Secondary** from CBSE in 2011.
- ✓ **Higher Secondary** from CBSE in 2009.

Professional:-

- ✓ NPTT from DIET from VAG INFORTECH PVT.LTD in 2013.

Personal Details

- ✓ Date of Birth : 09/01/1993
- ✓ Marital Status : Single
- ✓ Languages Known : English, Hindi and Sindhi
- ✓ Hobbies : Travelling, Listening Music and Internet surfing
- ✓ Father's name : Mr. Kishore Kumar Sachdeva

Declaration

I here by declare that the above information is true and best of my knowledge.

Harsha Sachdeva