**Nisha**

703, Tower-d , 21st Milestone Residency

Email id – nishi9309n@gmail.com

Meerut Road Rajnagar , Ghaziabad

Contact No- 8448603123

**OBJECTIVE**

Obtain an appreciated position to acquire the first hand feel of corporate work environment where I can learn new knowledge, skills and technical abilities for achievement of organizational goals.

**EXPERIENCE**–

Total Experience as admission counsellor- **3.5 Years**

* **2year 5 months** experience as **Senior Counsellor** in **FIITJEE LTD** , Ghaziabad ( Current Employer )
* 1 Year as a Senior IELTS counsellor in **Touch Stone Educationals Pvt Ltd, Chandigarh**.

**JOB RESPONSIBILITY**

* Parent Interaction - Customer Service
* To share the admission process with prospective parents
* Showing fee collateral, brochures and ppt. and explaining it to the parent
* Share timings of the classes and work accordingly
* Filling up of enquiry form and registration form
* To address the queries of prospective and existing parents
* To keep a track record of the appointments of prospective parents with the Centre Head
* To facilitate the entire admission process
* Working with the other Admissions Counselor for any other admissions related work

**SKILLS**

* Poised to create results and contribute meaningfully to the assignments undertaken.
* A quick learner able to focus, plan and organize tasks.
* Good at team work and administration.
* Ability to understand requirements, willing to explore and quick to understand.
* Good in English Communication Skills
* Proficient in MS Excel, PowerPoint, Word, Web surfing
* Flair for interacting with people.
* Good in Administrative skills
* Able to multitask

**COMPUTER SKILLS**

Well versed with MS Word, MS Power point, MS Excel & Internet applications. Diploma in Animation from PGGCG Chandigarh.

**EDUCATION AND QUALIFICATIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CLASS | INSTITUTE | BOARD | SUBJECTS | YEAR | Division |
| M.Com. | Guru Gobind Singh College, Sector 26 | Punjab University | Accounts | 2016 | First |
| B.Com(Hons) | PGGCG, Sector 42 | Punjab University | Economics | 2014 | First |
| XIIth | Kendriya Vidyalaya | CBSE | Commerce | 2011 | First |
| Xth | Gyandeep Model School | CBSE | General | 2009 | First |
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**PROFESSIONAL QUALIFICATION**

Professional Course in Tally.

**CO-CURRICULAR ACTIVITIES**

* Student member in “**Cultural Society**” SUB Chapter.
* Attended the workshop on **“Payroll Management”.**
* Participated as volunteer at **Urjavaran** Chandigarh 2014-15.
* Participated in Science Exhibition at school level.
* Participated in athletic held on NIRVANA-12.
* Got several awards at Group discussion competitions held at university level.

**HOBBIES & LEISURE ACTIVITIES**

Music, Movies, exploring new places

**Place    Ghaziabad                                                                  (Nisha)**