**Neha Sharma**

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**PROFESSIONAL SYNOPSIS**

I’m an overseas education consultant with close to 7 years of experience in providing support to students and present them educational and career opportunities especially in UK and continent Europe region. I have a strong forte in people skills, educational expertise, career assessment, computer operation abilities, and revenue target planning and student recruitment.

I uphold a comprehensive experience at understanding and demonstrating educational products by establishing a strong rapport with the applicants.

I am a thinker who loves to bring perfection to whatever I put my hand on and therefore, my sincere efforts are always to bring about a sense of ownership towards my work.

**INDUSTRY EXPERIENCE**

**1. Working with Global Opportunities Pvt. Ltd as a country Advisor since July 2018 (till present)**

* Closely working with country manager of Europe division on planning, revenue targets and measuring success periodically.
* Assisting in campaigns to promote continent Europe Education institutions represented by the Company.
* Manage key client relationships and University account representative.
* Counseling potential students on education opportunities in the Continent Europe.
* Advising students on application procedures, visa applications, applying for accommodation and preparing students for their studies.
* Work closely with counselors pan India and help them address student queries.

**2. Worked with Career Launcher as a Counselor since November 2017 to June 2018.**

* Counsel potential students on education opportunities in UK division.
* Responsible to interface with students and their parents and counsel them on program and university/ college options.
* Conversion of leads to active accounts through in person meetings and follow up conversations / calls
* Create the process and procedures for the counselling process, including creating reports for periodic reviews.
* Process applications, including verifying documents required for visa application.
* Assist students in the application process.
* Achieve monthly and quarterly revenue targets.

**3. Worked with MADA international Pvt. Ltd as a HR & Counselor Coordinator since November 2016 to September 2017.**

**HR Coordinator:-**

* Posted and advertised for job openings
* Maintained resume and applicant profile database
* Coordinate with the HR of the opposite company.
* Screened resumes and employment applications
* Regulated post-offer probation terms and conditions
* Line up the interview for candidates and coordinate with them.

**Counselor:-**

* Advise to potential students on education opportunities.
* Responsible to interface with students and their parents and counsel them on program and university/ college options
* Conversion of leads to active accounts through in person meetings and follow up conversations / calls
* Create the process and procedures for the counselling process, including creating reports for periodic reviews.
* Process applications, including verifying documents required by university.

**4. Worked with Beyond Horizon Edu-connect Pvt. Ltd. as a Education Counselor since August 2013 – June 2016.**

* Handle the student queries on phone calls, emails and walk-in.
* Counsel the students when they visit the office and help them to take admission in the upcoming session in abroad.
* Help with choice of University to the students with regards abroad program.
* **Advised students on application procedures of the Universities of UK.**
* Responsible for complete Procedure of product sale across the region.
* Updating the DATABASE with all the information & decisions regarding offer letters of the students from all the Universities.
* Maintain strong working relationships with all clients and colleagues

**5. Worked with Shreem Networks Solution as HR Recruiter since August 2012 – July 2013.**

* Handle the candidates profile and connect with the right combination of experience, education and skills to fill a particular position. It all depends on HR and take care of candidate’s profile that who fit with the job descriptions.
* Handle all the queries of the employees. Be it related to salary, leaves and attendance etc.
* Handle background verification of the shortlisted candidates.
* Understand the requirement and accordingly drafting a job descriptions and getting it approved from the concern person.
* Sourcing candidates that match the desired skills.
* Screening the candidates by conducting telephonic interview.
* Contact candidates, follow-up with candidates, and manage candidate pipeline.
* Schedule interviews, brief candidates before and after interviews.
* Worked on portal like shine.com & Nokari.com.

**EDUCATIONAL QUALIFICATIONS**

* 2017 MBA from Karnataka State Open University, Mysore
* 2012 Bachelors of Arts from University of Delhi, New Delhi
* 2007, SSCE from Central Board of Secondary
* 2005, SSC from Central Board of Secondary

**SKILLS**

* Good interpersonal skills with ability to communicate effectively and clearly
* Good Coordinator and a team player
* Good initiative taker and always comes out with Innovative Ideas
* Good interpersonal skills and convincing power
* Leadership quality to handle employees or team
* Good learner
* Punctuality & Honesty

**PERSONAL INFORMATION**

* **Husband’s Name : Mr. Nimit kapoor**
* **Address - Flat No. B-602, Mihir Housing Society, 1,Sarswati Kunj II, Wazirabad, Sector 52, Gurugram, Haryana – 122003**
* **Marital Status : Married**
* **Date of Birth : 17-Feb- 1990**
* **Nationality: Indian**

**Signature: …………………… Date: ………………………**