**CAREER SUMMARY**

* Natural bent of mind towards interaction with people
* Good in both oral and written communication as well as interpersonal skills
* Proven ability to motivate students for challenging courses and Educational programs
* Extensive knowledge of the academic plans of the Educational Institute environment
* Proven ability to help applicants with paper work necessary for the admissions
* Good proficiency in computer applications like Microsoft Word, Microsoft Excel and Microsoft Power point
* Ability to work as a successful link between the faculty, parents and the students and help students achieve the educational goals set beforehand

**EDUCATION**

* Bachelor of Technology in Electronics and Communication (B.Tech)

Gautam Budh Technical University, Lucknow, 2013 **(74.7%)**

* Intermediate from CBSE, 2009 **(69%)**
* High School from CBSE, 2007 **(79.8%)**

**PROFESSIONAL EXPERIENCE**

**Jetking Infotrain Ltd, New Delhi June 2014- Present**

**Career Counselor (Retailability)**

* Responsible for handling telephonic prospects and documenting the same in enquiry register.
* Responsible to counsel walk – in prospects and ensure conversion into targeted enrolments.
* Conduct house visits of prospects and ensure conversion into targeted enrolments.
* Responsible for creation of identity cards for new enrolments before batch commencement.
* Responsible for collection of fees on a timely basis.
* Maintain installment registers on real time basis.
* Responsible for delivering promotional presentations and seminars in colleges / institutes.
* Coordination with marketing team for different activities.
* Maintaining database.
* Conducted parent’s talks in order to make them aware of their child’s academic growth and future prospects.

**Careers 360, New Delhi November 2013 - June 2014**

**Career Counselor**

* Handling a particular vertical (Medical vertical, engineering vertical, Law and university vertical), gaining the knowledge about it and guiding students.
* Updating content & latest data related to given vertical like Entrance Exam dates, Admission Process, Exams pattern etc.
* Responsible for academic & career counseling for prospective learners and their parents.
* Tele calling & follow-up on database generated through structured campaigns.
* Handling Expert chat on website
* Handling tickets for complaints and providing specific solution for the same
* Handling logistics for timely delivery of study material to the students
* Selling of online educational products like test prep, marks calculators, rank predictors, college predictors

**OTHER RELEVANT EXPERIENCE**

**Sony India Limited, New Delhi September- November 2013**

**Service Brand Ambassador 45 days**

* Coordinating with company and the dealer for the service and installation of systems
* Handling costumer’s grievances and providing solutions for the same
* Sending installation’s report on daily basis

**INDUSTRIAL EXPOSURE**

**HCL INFOSYSTEM, Noida Summer internship (six weeks)**

* **Key : CDMA and different generations**
* It was a vocational training comprising of theoretical and observational training in the area of communication where I learned about working of 2G, 3G, 4G and CDMA networks.

**ACADEMIC PROJECTS**

* Final year project on FM BUG. A long range FM transmitter & Low cost transmitter.
* Mobile signal jammer

**CORE SKILLS**

* Decision Making Power, Self Confidence
* Team Handling
* Self Motivation Ability with Positive Attitude
* Leadership quality and Adaptability

**PERSONAL DETAILS**

* D. O. B : 11th January 1992
* Marital Status : Single