**Preeti Sharma**

**sharmapreeti.sharma4@gmail.com**

**Mob - 07838571897**

**CAREER SUMMARY**

Self-directed, enthusiastic educator with a passionate commitment to student development and the learning experience. Skilled in the design of challenging, enriching, and innovative activities that address the diverse interests and needs of students.

**SUMMARY OF SKILLS**

* Organizing student learning opportunities.
* Developing student commitment to working and learning.
* Working in teams.
* Logical and critical thinking, ability to solve the problem quickly and efficiently and management ability
* Excellent communication skill to deliver and present learning effectively.
* Student Motivation

# WORK EXPERIENCE

* 1. Company Name- **SGT University**, Gurgaon

Duration- March 2015 to present

Designation- Academic Counselor

Key Responsibilities-

* To Call and to counsel Students for Admissions for different courses( Regular courses).
* To meet with the principals of the schools for the career guidance programme.
* To attend educational fair.
* To handle marketing activities promoting my organization.
  1. Company Name – **Success group of Institutions,** Malviya nagar, New Delhi.

Duration – November 2014 to March 2015

Designation – Assistant Manager (Career Development Department)

Key Responsibilities -

* To Call and to counsel Students (Face-to-face) for Admissions for different courses ( Distance & Regular).
* Was also handling the responsibilities of an Hr recruiter.
  1. Company Name - **BGS Education Services Pvt. Ltd**. Vasant Kunj, New Delhi

Duration – November 2013 to October 2014

Designation – Assistant Manager (Career Development Department)

Key Responsibilities-

* To Call and to counsel Students (Face-to-face) for Admissions for different courses ( Distance & Regular).
* Was also handling the responsibilities of an Hr recruiter.
  1. Company Name – **Save the Children** an NGO. New Delhi

Duration – May 2012 to October 2012

Designation – Junior Fundraiser

Key Responsibilities-

* To call customers for donations.

# ACHIEVEMENTS

* Got **‘B’** Grade in **NCC ‘C’** Certificate.

**PROFESSIONAL SUMMARY**

* Counsel the student over the phone & face to face for different courses
* Handling all the query regarding the admission & placements
* Handle the Walk ins query
* Fix up the meeting with the colleges for Admissions, Training & Placements

# EDUCATIONAL / PROFESSIONAL QUALIFICATION

* Passed Secondary Education form **CBSE Board** with Second Division from Delhi.
* Passed Senior Secondary Education form **CBSE Board** with Second Division from Delhi.
* Passed **B.A** from **Dyal Singh College** with Second Division from Delhi University.
* Bachelor of Education from Lakshmi college of education, with second division from Maharishi Dayanand University Rohtak.

# PERSONAL DETAILS

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| **Name** | | Preeti Sharma |
| **Date of Birth:** | | 26th March 1991 |
| **Sex** | | Female |
| **Marital Status** | | Unmarried |
| **Language Known** | | Hindi, English, Punjabi |
| **Address** | House No 32 Third Floor Police Colony Vasant vihar  New Delhi 110057 | |
| **Mobile No.** | 07838571897 | |
| **Nationality** | Indian | |

**Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: **New Delhi** Preeti Sharma