**Professional Summary**

To work sincerely, building good relationship with your organization, where my efforts will be complemented by career growth, higher degree of responsibility and to prove myself a valuable asset.

**WORK EXPERIENCE**

* Working as Front Desk Executive & Librarian at **Raffles Millennium International** from **Feb 2015 – till now**

Job Description: Receive Calls and Transfer To Related Department. Maintain Attendance Register. Maintain POD Numbers of courier in Excel. Compile data of online Enquiry. Send Daily closing Report. Keeping Record of Videos in Led and Mac. Sometime Support to HR. Maintain Extension Numbers of All Staff. Managing Reception Area. Maintain TEVAL feedback form Received by SAS. Maintain Student Staifictaion Survey feedback form Received by SAS. Maintain Data of incoming Couriers.

* Worked as Admission Counselor at **Jai Jagnnath Group Of Education** from **Jul 2012 – May 2013**

Job Description: Giving counseling to students by Phone- in, Email, Walk-in, assist students with admissions paperwork to assist their outgoing seniors with the UG/ PG application process.

* Worked as Front Executive & Counselor at **Institute of Professional Study** from **Apr 2011 – Jun 2012**

Job Description: Giving counseling to students by Phone- in, Email, Walk-in, assist students with admissions paperwork. Welcome visitors and guests and direct appropriately. Receive, direct and relay telephone messages and fax messages. Record and handle all incoming and outgoing couriers. Respond to public inquiries.

**QUALIFICATION**

* **Shobhit University Meerut, UP**

B.com, Commerce 2015

* **Annie Besant Public School Meerut, UP**

12th, Commerce 2012

* **Kuber Public School Meerut, UP**

10th, 2009

**SKILLS**

* Excel, Word , Power-Point
* Internet Savvy

**PERSONAL INFORMATION**

**Father's Name :** Sh.Manoj Kapoor

**Date of Birth :** 5-Aug-1992

**Languages known :** Hindi, English.

**Nationality :**  Indian.

**Marital Status** : Single

**Leisure Pursuits :** Music, Painting.