**Alisha Khan**

1246/13, Govind puri,

Kalka Ji, New Delhi -19.

Phone No: 8826200268

Email: [alisha0607@gmail.com](mailto:alisha0607@gmail.com)

**Objective**

To work in an organization that nurtures my potential and provides a long-term

Rewarding employment. I believe in myself and pursue my goals seriously and sincerely to make my future more glorious.

**Education Background**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Name of the Institute** | **Board/University** | **Year of Passing** |
| **BA (Programm)** | School of Open Learning. | Delhi University.  Delhi | Pursuing 1st Year |
| **Senior Secondary** | VSSKV  Nehru place  Delhi | CBSE | 2014 |
| **Higher Secondary** | VSSKV  Nehru place  Delhi | CBSE | 2012 |

# PROFESSIONAL EXPERIENCE:

1. **(7 oct 2015 till date)**

**Designation: Academic counselor**

**Job Responsiblities**

* establishing a relationship of trust and respect with clients;
* calling process to interact with candidates
* helping clients to make decisions and choices regarding possible ways forward
* accepting without bias the issues raised by clients;
* referring clients to other sources of help, as appropriate

**2) Indira Gandhi Computer Shaksharta Mission.( February 2nd till date)**

**Designation: Counselor**

**Job Responsibilities**

* Maintain Students Database.
* Calling candidates and pursuing them to join our institute.
* Assist and support administrative staff in their day to day operations.
* Assist and coordinate with sales and marketing teams.
* Assist front office staff in maintaining the office premises clean and neat.
* Assist front office in preparing, scheduling and organizing meetings, events and appointments

**Computer Skills**

**Programming Languages** **:** Basic Computer course.

**Knowledge of** **:** MS word, MS Excel, Word pad, MS PowerPoint

Personal DETAILS

Date of Birth **:** 6th July 1996

Sex **:** Female

Father’s name  **:** Salim Khan

Nationality **:** Indian

Languages Known  **:** English, Hindi and Arabic.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

**Place:** Delhi Alisha Khan