**NISHI CHAUDHARY**

**[ WZ-42,Sant Nagar, Tilak Nagar, New Delhi-110018 ] [+91-8860095589 ]**

[ nishich.sag@gmail.com ]

CAREER OBJECTIVE

To adapt myself according to the needs of the organization and utilization of my skills in best possible way for the betterment of the organization. Keen to find a challenging position within an ambitious organization where I will be able to continue to increase my work experience & develop my abilities .

HIGHLIGHTS OF EXPERTISE

* Student’s counseling
* Face to Face Counseling
* Tele-counseling
* Interviewing
* Active listening

EDUCATION & QUALIFICATIONS

* Pursuing MBA from IMT, Ghaziabad .
* Diploma in Finance and Accounting from NIIT.
* Diploma in advanced Excel from NIIT.
* Graduate( B.com) from Delhi University.
* 12th passed from C.B.S.E board.
* 10th passed from C.B.S.E board.

WORK EXPERIENCE

**FRANK FINN INSTITUTE OF AIR HOSTESS TRAINING , Janak Puri , New Delhi.**

COUNSELLOR ( August 2012 – September 2013 )

**Duties**:

* Doing PAN India Calling, doing telephonic counseling of students and making them visit to the center for counseling session .
* Doing day to day follow ups.
* Keep Check on student’s fees.

**IVS-SCHOOL OF DESIGN, South Extension , Part-1**

**SENIOR.COUNSELOR** ( September 2013 –January 2015 )

**Duties :**

* Handling Enquiry, Counseling with New students.
* Ask for the feedback for the facilities.

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| * Responsible for registering request and complaint given by the Student and Parents. | | | | | | |
| * Life skill training and counseling programs as per requirement of the students. | | | | | |  |
| * Understanding HR facilities & training programs. | | |  |  |  |  |
| * Analyzing the requirement of organization. | | |  |  |  |  |
| * Analyze the quality people and contact them through phone, Email. | | | | |  |  |
| * Recruit the people and perform various recruitment steps. | | | |  |  |  |
| * Maintain the existing employees and take the feedback from them. | | | | |  |  |
| * Assist the accounts department for making the salaries of employees. | | | | | |  |
| * Present the suggestions to the seniors of employees and implement their order. | | | | | | |
| * Train the new employees |  |  |  |  |  |  |

**LISAA-SCHOOL OF DESIGN , Okhla**

**ADMISSION COUNSELOR - ( February 2015 – Till Now )**

**Duties :**

* Doing Fresh Counseling over the phone and make them visit to the center .
* Doing face to face counseling ,
* Taking care of admission process .
* Conducting Various type of educational activities , workshop & Competitions for the students .
* Training of the new employee

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| * Handling Enquiry, Counseling with New students. * Ask for the feedback for the facilities. * Responsible for registering request and complaint given by the Student and Parents |  |  |  |  |  |  |

PERSONAL DETAILS

Father’s Name : Mr. Suresh Chaudhary

Date of Birth : 5th Dec 1992

Religion : Hindu

Marital Status : Single

Nationality : Indian

Languages Known : English & Hindi

DECLARATION

I hereby declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

Date :

**Place :** New Delhi

**(Nishi Chaudhary )**