**SABUHI NAAZ**

N-148A, 3rd Floor, Narain Nagar,

Laxmi Nagar, New Delhi - 110092

Mobile No: 7503246038, 8130766585

e-mail id : n.shubi@gmail.com

**CAREER OBJECTIVE**:

Looking for a career counselor position in an organization with ample growth opportunities which, further counts my ability and provide me a platform for my innovativeness to take true shape.

**SUMMARY**

* Counseling, coordinating and convincing the students/ Parents.
* Responsible for counseling and enrollment of students for appearing in various courses.
* Counsel and guide aspiring students about the various study options (local and international) available.
* Conducting Attitude, Personality & Interest (API) test to explore more about the student’s preference.
* Maintain appropriate student records in the Enrollment system.
* Initiate & coordinate various student activities.

**WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Company** | **Designation** | **Period** |
| HCL Learning | Career Counselor | 2015 till date |
| Fahan International School | Academic Counselor | 2014 to 2015 |
| ICICI Bank | Banking Officer | 2007 to 2008 |
| Holy cross school | Primary Teacher | 2002 to 2006 |

**SKILLS**

* Good Analytical and counseling skills
* Posses good work ethic and high-level of integrity.
* Quick Learner & Key Team Player.
* Communication & Negotiation skills.
* Optimistic, Hard worker, Creative.
* Adaptability to new areas of work

**EDUCATIONAL QUALIFICATIONS**

* Pursuing MA (Psychology – Student Counseling) 2nd year from IGNOU, New Delhi
* B Sc (H) from Vinoba Bhave University, Hazaribagh, Jharkhand, 2001
* 10+2 from CBSE, Delhi, 1998
* 10th from CBSE, Delhi,1996

**PROFESSIONAL QUALIFICATION AND TRAINING**

* Post Graduate Diploma in Banking Operations from IFBI (Division of NIIT), 2007
* 3 months of On Job Training in ICICI Bank, Daryaganj, 2007

**HOBBIES**

* Cooking
* Net surfing

**PERSONAL DETAILS**

Date of Birth : 05-06-1981.

Nationality : Indian.

Marital Status : Married.

Languages : English, Hindi, Urdu

**DECLARATION**

I HEREBY DECLARE THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND I BEAR THE RESPONSIBILITY FOR THE CORRECTNESS OF THE ABOVE MENTIONED PARTICULARS.

**Sabuhi Naaz**