Preeti Bahuguna

Email: [Preetiicfe1920@gmail.com](mailto:Preetiicfe1920@gmail.com)

Contact No. 8860644874

**Objective:**To work in competitive and challenging work environment to contribute the best of my ability towards the growth and development of a Company by fully utilizing my interpersonal and academic skills to pursue a challenging and rewarding carrier.

#### SUMMARY

* Proficient with Microsoft Office, Excel
* Excellent Communication and Writing Skills.
* Experience in providing support and guidance for academic needs of students
* Good at Convincing People.
* Able to work under teams and even under tight deadlines.
* Creative problem solver and reporting on time.
* Working knowledge of Internet.

#### WORK EXPERIENCE

**From:**Oct 2013**to**: Present**Company:** ICFE Gurgaon Center**Role:** Counselor

#### WORK PORTFOLIO

**Responsibilities:**

* Managing student admission process and outreach programs for the ICFE.
* Coordinating with the Finance and Academics departments on several issues.
* Answering students questions via phone calls and emails
* Identifying students in needs of special attention and implement strategies for their success.
* Assisting students overcome academic challenges and other obstacles
* Assisted students individually and in groups for planning and achieving personal goals.
* Assisted parents and students in picking up subject of interest.
* Assisted in audit and review of academic programs.

**Role:**Academic Counselor

**Duration:** 26months

#### WORK EXPERIENCE

**From:**Feb 2013 **to**: Sep 2013 **Company:** Surya Infracon Pvt.Ltd**Role:** Receptnist

#### WORK PORTFOLIO

**Responsibilities:**

* Managed receptionist area, including greeting visitors and responding to telephone and in-person requests for information Internal testing.
* Maintained the front desk and reception area in a neat and organized fashion.
* Handled all media and public relations inquiries.
* Made copies, sent faxes, and handled all outgoing correspondence.
* Served as central point of contact for all outside vendors needing to gain access to the building.
* Distribute incoming mail and manage outgoing correspondence.
* Hand out employee application, memos and notices.
* Assist visitors and customers to the right staff member.

**Role:** Construct courses in Storyline tool.

**Duration:** 8months

#### QUALIFICATION

* 10th from UK Board.
* 10+2 from UK Board.
* Graduation in B.Com from Delhi University (Pursuing).

#### PERSONAL DETAILS

Strengths

* Dedication, willingness to work hard and have the ability to take initiative with a creative blend of mind.
* Hard working with Smart work.
* Quick learner with positive attitude.
* Organized and open to new ideas and concepts.
* Friendly yet disciplined.

Date of Birth: 18-NOV-1990

Marital Status: Single

Languages known: English & Hindi

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