

# RITIKA SANI

## EDUCATION COUNSELOR

Address A- 59 East Vinod Nagar | 8860661375

[saniganga09@gmail.com](mailto:saniganga09@gmail.com)

Determined Academic Advisor accomplished at ensuring students meet educational requirements and talented at advising students on degree-specific programs. A superior grasp of academic advising principles. Strong communication and interpersonal abilities with a flexible schedule

## Professional Experience

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### 2 YEARS OF EXPERIENCE AS AN EDUCATION COUNSELOR (DIVI EDUCARE, New Delhi, Delhi)

- Counseled students for career planning, job placement and academic goals.
  - Advised students on course selection, pathways and career options
  - Counseling of UG and PG courses
  - Knowledge of all Pan India Colleges
  - Making Leads of the students and counsel them
  - Convert Leads into Forms and Admission.
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## KEY SKILLS

- **Verbal and written communication**
  - **Oral argument**
  - **Student Motivation**
  - **Academic advising**
  - **Career Planning**
  - **Academic Counseling**
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## LANGUAGE KNOWN

- **HINDI**
  - **ENGLISH**
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## QUALIFICATIONS

- 10th HBSE board Jain public School
  - 12th HBSE Jain public School
  - Graduation BBA(Retailing) 3rd year pursuing
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## **EXTRA QUALIFICATIONS**

- GOOD KNOWLEDGE OF MS OFFICE (MS EXCEL, MSWORD, POWERPOINT)
  - INTERNET SURFING
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## **PERSONAL DETAILS**

- FATHER'S NAME:- MR. GOPAL SANI
  - MARITAL STATUS:- UNMARRIED
  - DATE OF BIRTH:- 17/02/2003
  - NATIONALITY:- INDIAN
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## **DECLARATION**

I HEREBY DECLARE THAT ALL THE INFORMATION MENTIONED IN RESUME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE: \_\_/\_\_/\_\_

PLACE: \_\_\_\_\_

RITIKA SANI