

ABHISHEK KUMAR

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SUMMARY

Highly motivated and results-driven professional with a strong background in information technology and extensive experience in admissions counseling and business development. Proven track record in guiding and mentoring potential learners, driving student admissions, and achieving revenue targets. Skilled in using CRM systems, conducting virtual and in-person counseling sessions, and providing personalized career guidance. Excellent communication, organizational, and interpersonal skills, with the ability to work independently and as part of a team. Proficient in various technical tools and programming languages, committed to contributing significantly to the success of the company.

EDUCATION

Gossner College, Ranchi

Bachelor's Degree in Information Technology
2011 – 2014

S. N. Sinha College

Intermediate in Science
2009-2011

Saraswati Shishu Mandir

Matriculation
2009

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously

TECHNICAL SKILLS

- Microsoft Office
(MS Word, MS Excel, MS PowerPoint)
- Google Sheet
- ChatGPT
- Linux
- C++
- Java
- Python

PROFESSIONAL EXPERIENCE

Admission Counsellor

Knowledgehut upGrad | Aug-2023 to – March-2024

- Worked as a mentor and guide for potential learners seeking career advice, conducting both virtual and in-office sessions.
- Counselling potential learners, helping them plan their career path and making them understand how upGrad can catalyze their career.
- Carrying weekly enrollment/ revenue and collection target.
- Conducted thorough profiling and record student interactions and sales activities in the CRM system through detailed comments.

Admission Officer

Unext Learning | February-2022 to June-2023

- Source new sales opportunities through inbound lead, follow-up and outbound cold calls and emails.
- Responsible for student admission and achieve targets. Understand customer needs / requirements and pitch a suitable program.
- Counselling, Interacting with students and Parents.
- Support students one on one in their selection of course, application process and meeting application deadlines.

Business Development Associate (Direct Sales)

Think & Learn Pvt. Ltd. | October-2020 to Jan 2022

- Counsel the students on learning pedagogies, builds relationships with new and existing clients in order to build sales.
- Provided in-person counseling to students and parents visiting the office, assisting them in selecting the appropriate programs.
- Provided personalized career guidance and counselling to individuals, recommending suitable career paths and educational programs.