

Prachi Dhankash

Academic Counsellor

My objective is to leverage my experience as a process to contribute to a dynamic and growth-oriented organization. I am highly skilled in streamlining operations, managing data, and ensuring accuracy and efficiency. I am dedicated to driving productivity and delivering exceptional results.



✉ prachidhankash@gmail.com

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WORK EXPERIENCE

Customer Support Executive

Spirit Fintech PVT LTD

11/2022 - 06/2023

Achievements/Tasks

- Provide support to the customers of different countries.
- Have experience in chat support and voice support.

Academic Counsellor

Bennett University (The Times Group)

05/2023 - 10/2024

Achievements/Tasks

- Guidance and counselling to students regarding course selection, academic requirements, and career paths
- Application assistance, Evaluating applications
- Managing Personal Interviews for Master Course
- Documentation
- Having communication Skills to effectively convey information
- Involve in outreaches activities and education fairs in schools and college

EDUCATION

Graduation

Chaudhary Charan Singh University (Meerut)

2023

Courses

- BA History(Hons)

Intermediate

Shri Ram School (Meerut)

2020

High School

Shri Ram School(Meerut)

2018

SKILLS

Communication

Interpersonal Skill

Problem Solving

Deadline Management

Data Management

Customer Service

Relationship Building

Academic Program Knowledge

Multitasking

Time Management

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Music

Reading

Cooking

Travel

Watching Movies