

Ruchi Kaushni

Sr. Admission Counsellor

Address Noida, India 201301

Phone 9548324541

E-mail ruchikaushni443@gmail.com

LinkedIn www.linkedin.com/in/ruchi-kaushni-159367257

Skills

Adaptability and flexibility
Strategic planning
Negotiation
Sales strategies
Sales growth
Verbal and written communication
Multitasking and organization
Conflict resolution
Time management abilities

- Assessed student interests and skills and provided strategic information about pursuing suitable courses.
- Explained institution's fee structure, amenities, courses offered and facilities to prospective students and parents
- Coordinated campus visits for prospective students and their families, showcasing the institution's facilities, programs, and resources.
- To have a detailed conversation with doubtful and confused applicant's parents and clear their doubts.
- Helping team members whenever need help and guidance in admissions

Work History

2024-07 - 2024-12

Sr Admission Counsellor

U-next , Noida, India

- Take Prospects from initial contact Phase to qualified phase over the Phone.
- Respond to assigned lead counts regularly and on weekly basis.
- Generate revenue by counseling Prospects and converting them into sales.
- Handling student's queries on different Programs.

2023-06 - 2024-07

Admission Counsellor

NetAmbit Infosource, Noida, India

- Provide the students desired solutions with coordination with courses.
- Forming the initial conversation, advising, finalizing and closing prospective students application.
- End to end satisfaction of students application and the Payments of the fees
- Handling student's queries on different programs, career path and advising
- Regular follow-up on the leads for the better business. growth.

Education

2023-03

Bachelor of Science: Biotechnology

Pal College of Technologies And Management - Haldwani, India

2020-04

Intermediate

CBSE Board - Haldwani, India

2018-03

High School

CBSE Board - Haldwani, India