

Neha Biswas

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PROFILE

Dynamic and organized professional with expertise in guiding students through the international education application process, from initial profile assessment to successful outcomes. Proficient in developing tailored strategies that align with individual goals, academic backgrounds, and aspirations. Adept at providing documentation support and preparing students for interviews. Committed to empowering students with the knowledge and resources necessary to make informed decisions about their educational journeys, ensuring a positive and memorable experience throughout the process.

PROFESSIONAL EXPERIENCE

Country Advisor

Global Opportunities

05/2022 – 06/2023 | Delhi, India

- Assisted students with their admission applications and documents and regarding immigration policies, procedures, and regulations.
- Counseled individual students on personal matters such as financial aid options.
- Assisted in the preparation of documents required for visa application processes including I-20s, German block account and other forms required by US government agencies or German government agencies.
- Provided support for student orientations and events. Monitored and updated records of incoming international students in compliance with government regulations.

Admission Counselor

Upgrad

07/2023 – 11/2023 | Noida, India

- Provided guidance and support to prospective students on the admissions process.
- Reviewed applications, evaluated transcripts, and made decisions regarding admission status.
- Assisted in the development of recruitment strategies to attract a diverse student body.
- Collaborated with faculty members to ensure that all academic requirements are met by the student body.

Application Expert

Admitkard

12/2023 – present | Noida, India

- Oversee the entire application process for students, from initial inquiry to final enrollment.
- Ensure all application materials are complete, accurate, and submitted on time.
- Serve as the primary point of contact for students, providing guidance and support throughout the application journey.
- Address inquiries and resolve any issues that may arise during the application process.
- Liaise with partner universities and colleges to ensure compliance with their application requirements and deadlines.
- Stay updated on institutional policies and changes to facilitate smooth processing.
- Collect and verify necessary documentation, including transcripts, letters of recommendation, and personal statements.
- Ensure all applications comply with relevant regulations and guidelines. Maintain accurate records of student applications and status updates in the CRM system.
- Generate reports on application metrics and trends to inform strategy and improvements.

EDUCATION

BTech, Electronics and Communication Engineering

Galgotias College Of Engineering and Technology

2018 – 2022

Greater Noida, India

SKILLS

Application Managing

- Registration Processes
- College Interviewing
- Student Support Career and Educational Counseling
- Progress Reporting
- Career Advising
- Listening Actively
- Attention to Detail
- Decision-Making

Counselling

- Cross-Cultural Communication
- Counseling and Advising
- Building Trust
- Active Listening
- Goal Setting
- Helping with Decisions