

MOHD FAISAL

HONEST ABOUT PROFESSION

Learn more to Achieve more



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📍 E-16/B-89 T-HUTS K-BLOCK NEW SEELAMPUR DIST- NORTH-EAST
NEW DELHI
INDIA

➤ WORK EXPERIENCE

AS A COUNSELLER

SVPS LTD.

08/2017 - 06/2021,

AS A TECHNICIAN

RT NETWORK SOLUTIONS

08/2022 -02/2023,

AS A TELE COUNSELLER

FRANKFINN [HO]

05/2023 – PRESENT,

➤ EDUCATION QUALIFICATION

- 10th (2018-2019)
- CBSE
- 12th (2022-2023)
- BSEB

➤ SKILLS

- COMPUTER SKILL:
 - Basic knowledge of MS Office (MS word, Ms Excel, Ms Power point),
 - Scanning, Printing, Creating Report etc
 - Internet, E-mail, Downloading, Surfing & all Online operations.
- DRIVING:
 - Two-wheeler (bike, scooty etc)
 - Four- wheeler (car etc)

PROFESSIONAL STRENGTH

Good communication skills and interpersonal skills.
Good Team Work.
Quick Learner.
Good Knowledge of Leading the team.
laws & regulations local & international

CAREER OBJECTIVE

To get an opportunity where I can make the best of my potential and contribute to the organization's growth, seeking a position in a company where I can launch my career and build a valuable skill set, where I can upgrade my skills with time and take the company to the next level.

PERSONAL INFORMATION

Name : MOHD FAISAL
Father's Name : MOHD AAQIL
Mother's Name : HASEENA KHATOON
Date Of Birth : 02/03/2003
Nationality : Indian
Religion : Islam
Marital Status : Unmarried
Languages Known: English, Hindi & Urdu
Physical Status : Good Sound & Health

JOB DESCRIPTION

- The Tele-Counsellor / Education Counsellor will be responsible for providing counselling services to students and parents interested in courses offered by the brand. The counsellor will be responsible for generating leads, guiding students on courses based on their interests, and following up with interested students to enrol them in the appropriate courses.

✓ Responsibilities:

- Provide counselling services to students and parents on courses offered by the brand
- Guide students based on their interests and provide information about courses effectively
- Generate walk-ins from leads, referrals, and other sources
- Mobilize student groups over the phone for programming courses and technologies
- Follow up with interested students who have not yet enrolled in the courses
- Maintain day-to-day contact with customers and build relationships with them
- Prepare and maintain accurate records and documentation of counselling activities and student enrolment
- Follow up with the students who have shown the keen interest, but have not walked into coaching institute for enrolment
- Ability to provide information clearly and effectively to students and parents
- Excellent interpersonal skills and ability to build relationships with customers
- Strong follow-up and follow-through skills

DECLARATION

I do hereby declare that all the statements as retention above are true and correct to the best of my knowledge and belief.

DATE :-.....

PALCE :-.....

SIGNATURE
(MOHD FAISAL)