



## GOVIND KUMAR SINGH

**Nationality:** Indian **Date of birth:** 10/02/1990 **Gender:** Male

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### ABOUT MYSELF

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Seeking an entry level opportunity and to work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

### WORK EXPERIENCE

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#### Counsellor in career guidance

*bella italia (remote works or B2B marketing)* [ 11/2022 – Current ]

City: Delhi | Country: India

- Taking care of the admission and visa process of Europe.
- Counselling and process for Europe ( Italy,Latvia, Lithuania, Sweden, Finland, Denmark, chez Republic etc)
- expert in Italy and latvia study visa
- students counselling according to the profile
- doing all the documentation process like scholarship, SOP, Cover letter, interview prepration, Admission process in universities, Visa assistance and others.
- counselling in IELTS
- university shorlisting for above countries
- social media promotion
- marketing management and digital marketing
- doing B2B process with different organizations in all over the india
- doing work visa process for some european and Asian countries
- strong marketing network

#### Career guidance advisor

*IAEC Consultants* [ 05/2019 – 11/2022 ]

City: Hyderabad | Country: India

- Taking care of the admission and visa process of australia, UK and Europe.
- Counselling and process for all mentioned countries- Australia, UK, Italy, Latvia, Lithuania, Denmark, Finland, Sweden etc
- Taking care of SOP, cover letter and essay editing
- represents in educational fairs conducted by the organization and partner institutions.
- students counselling according to the profile
- counselling in IELTS
- seminar in domestic Academic institutes
- university shorlisting for above countries

#### Data analyst

*Urjith Technologies Private Limited* [ 16/04/2018 – 20/03/2019 ]

City: HYDERABAD | Country: India

## Data Science Certification

*Kelly Technology* [ 02/2019 – 06/2019 ]

City: Hyderabad

## Web Designer and Developer

*Vinfosoft solutions pvt ltd* [ 01/10/2014 – 31/03/2018 ]

City: HYDERABAD | Country: India

## EDUCATION AND TRAINING

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### International Master Online in Data Science

*Rome Business School* [ 2021 – 2022 ]

Country: Italy

### B TECH. in Information Technology

*Uttarakhand technical university* [ 10/05/2010 – 30/05/2014 ]

Address: DEHRADOON,

## COMMUNICATION AND INTERPERSONAL SKILLS

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### Key Skills

- Communication
- Experience & Knowledge
- Understanding
- Passion
- Language
- Guidance
- Recruiting
- Insurance & visas
- Cultural adjustment
- Promotional materials
- Cultural awerness
- Information session
- Logistics

## DIGITAL SKILLS

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Good listener and communicator / Microsoft Office, Excel(VLOOKUP, Tableau,Pivot) / MS Office (MS Word MS Powerpoint MS Excel MS) / Team-work oriented / INTERNET AND SOCIAL MEDIA / Digital Skills: Digital Marketing / Data Collection, Data Cleaning, Data Analysis, Data Visualisations

## LANGUAGE SKILLS

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**Mother tongue(s):** Hindi

**Other language(s):**

### English

**LISTENING B2 READING B2 WRITING B2**

**SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2**

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user