

SAAD KHAN

ADMISSION COUNSELLOR

PHONE | (+91) 9118231052

EMAIL | saad01489@gmail.com

LOCATION | Noida, INDIA

EXPERIENCE | 2 Years 6 Months

Key Skills

- Good Communication In English
- I M Good In Communication And Connect With The People And Good Catching Power..
- Excel
- MS Office
- Data Entry
- Presentation
- Communication
- Leadership

Certification

- Mohd Saad

Languages

- English
- Hindi

Profile Summary

In this role, I worked with many students who were applying to college. This experience has provided me with a great deal of information about what college-aged students are looking for in a higher education program. I believe this perspective will make me an excellent college admissions counselor.???

Work Experience

Admission Counsellor

Univo Edtech

05/2023 - Present

Key Responsibilities: 1. Student Guidance: Provide personalized guidance to prospective students, understanding their academic goals, interests, and aspirations. Assist them in selecting the most suitable courses and programs offered by Amity University. 2. Admissions Assistance: Actively engage with students throughout the admissions process, including application submission, evaluation, and interview schedules. Assist students with all necessary documentation and ensure a smooth transition from application to enrollment. 3. Career Counselling: Conduct career counselling sessions to help students explore various career paths and understand the potential outcomes of pursuing different educational programs. Provide insights into the employment prospects and market trends relevant to their chosen fields. 4. Campus Tours and Events: Organize and conduct campus tours, virtual events, and information sessions to familiarize potential students with the facilities, infrastructure, and academic offerings available at Amity University. 5. Relationship Management: Develop and maintain strong relationships with schools, colleges, and other educational institutions to promote the university's

programs and attract potential students. Collaborate with the marketing and admissions team to strategize outreach initiatives. 6. Enrollment Monitoring: Track and monitor the progress of enlisted students, updating them on admission deadlines, fee payment schedules, and important academic dates. Maintain accurate records and ensure timely communication with students and their guardians. 7. Market Intelligence: Stay updated with educational trends, industry requirements, and competitors' offerings. Take initiative to analyze regional and national market dynamics, enabling the university to adapt its programs accordingly. Qualifications and Skills: 1. Bachelor's/Master's degree in a relevant field such as Counseling, Education, or Psychology. 2. Prior experience in education counseling, admissions, or related fields will be an advantage. 3. Excellent communication and interpersonal skills to effectively connect with students from diverse backgrounds. 4. Strong problem-solving ability and an empathetic approach towards understanding students' needs and aspirations. 5. Proficiency in utilizing various counseling tools and techniques to guide students through the decision-making process. 6. Ability to work independently and as part of a team, demonstrating flexibility and adaptability in a fast-paced environment. 7. Familiarity with educational systems, admission requirements, and scholarship opportunities in India and abroad.

Education

B.Com - Commerce
2018

Chhatrapati Shahu Ji Maharaj University (CSJMU)