

# MUSKAN MEENA

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HIGHLY MOTIVATED INDIVIDUAL WITH A DEGREE IN MASTER OF BUSINESS ADMINISTRATION.  
SEEKING A POSITION WHERE I CAN COMMUNICATE WITH THE PEOPLE AND THAT SHOULD HELP  
THE ORGANIZATION TO ACHIEVE THEIR GOAL.

## *EXPERIENCE*

**Aakash Educational Service Ltd.**  
**Present**

**March 2023-**

Student Support and Admission Counsellor

### **1. Student Counseling:**

Provide detailed information about courses, programs, and study material offered at Aakash.

Guide students and parents in choosing the right program based on the student's academic background, aspirations, and goals.

Clarify doubts related to admission procedures, fee structures, and other institutional policies.

### **2. Admission Process Management:**

Assist students with the complete admission process, from form filling to final enrollment.

Maintain accurate records of inquiries and follow-ups to track the progress of leads.

Ensure compliance with institutional policies during the admission process.

### **3. Lead Generation and Follow-ups:**

Engage in activities to generate inquiries through school visits, seminars, webinars, or promotional campaigns.

Proactively follow up on leads to convert inquiries into enrollments.

### **4. Communication and Relationship Building:**

Act as the first point of contact for prospective students and their parents.

Build and maintain strong relationships with students and parents to encourage referrals.

Address concerns or grievances related to admissions and provide effective solutions.

### **5. Promotional and Marketing Activities:**

Participate in organizing open house sessions, events, workshops, and other promotional activities to attract students.

Collaborate with marketing teams to ensure proper representation of the institute's offerings.

### **6. Coordination and Reporting:**

Coordinate with academic and operations teams to ensure smooth onboarding for new students.

Prepare and submit regular reports on inquiries, follow-ups, and conversions to management.

**7. Target Achievement:**

Work towards achieving monthly, quarterly, and annual admission targets as assigned by the management.

**8. Knowledge Updating:**

Stay updated on the institute's new programs, competitive exams, and trends in the education sector.

Regularly attend training sessions to enhance counseling skills.

***INTERNSHIP***

**JK White Cement, Gotten**

15 May 2020 – 30 Jun

2020HR Coordinator

Worked with managers to develop and execute recruitment plans

Ensure proper job posting, applications, interview process and proper

Maintenance of record, compensation analysis and managed background check process.

**Byju's**

5 April 2022- 18 May 2022

Business Development Trainee

My role was start with contacting potential

customers(parents and students) to set up

meetings, counsel the Students on learning

pedagogies and the Biju's Personalized learning

journey.

***EDUCATION***

**MBA** MDS University

May 2022

Major in Finance Minor in Human Resource Management.

**Bcom** MDS University

Aug. 2019

Bachelor of commerce

**Senior secondary**

Jul. 2016

RBSE

**Secondary**

jun. 2014

RBSE

***CERTIFICATE***

RSCIT

2017

NATIONAL ACCOUNTING TELENT SEARCH

2019

***PROJECT***

Recruitment and Placement

15 Jun 2021- 10 Aug. 2021

***SKILLS***

- Good communication skills (verbal & written)
- Creative Thinker
- Proficient in MS Word, Excel and Power Point
- Ability to lead team, providing direction and supervision wherever applicable

***STRENGTHS***

- Hardworking
- Flexible
- Self- Motivated
- Honest

***PERSONAL DETAILS***

- Date of Birth : 18 May 1999
- Gender : Female
- Language : Hindi, English
- Religion : Indian

***DECLARATION***

I hereby declare that the information furnished above is true to the best of my knowledge. If given the chance, I will try my best to come true to your aspirations and will prove my mettle in most trying situations.

**MUSKAN MEENA**