

ROHIT BHARDWAJ

A D M I S S I O N C O O R D I N A T O R



CONTACTS



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New Delhi, India



<https://shorturl.at/bfyIV>

CAREER OBJECTIVE

Experienced Admission Officer with a proven track record in evaluating student profiles and providing personalized assistance to ensure successful acquisition of offer letters from their desired universities. Trusted advisor known for fostering strong relationships with students, understanding their aspirations, and navigating the complex admissions process with ease.

JOB EXPERIENCE

ADMISSION COORDINATOR | 2022 – April 2024
AB Educational Avenues Pvt Ltd (iSTEP Mentors)

- Evaluate student applications and assess qualifications for admission to academic programs.
- Comprehensive knowledge of popular application submission portals such as Studylink, Adventus, ECA, Study Group, GSP, and others.
- Collaborate with academic departments and faculty to review applications and make admissions decisions.
- Coordinate with international students regarding visa requirements, immigration regulations, and other logistical considerations.
- Maintain accurate records of applicant data, admission decisions, and communication with prospective students.
- Communication with universities to inquire about the status updates of submitted student profiles.



Skills

- Knowledge of International Education
- Systems Language Proficiency
- Student Counseling and Advising Admissions
- Procedures Organizational Skills
- Teamwork and Collaboration

EDUCATION

SR. SECONDARY SCHOOL

Guru Harkishan Public School CBSE
2019 - 2020

BACHELOR OF COMMERCE

Delhi University (SOL)
2020- 2023

COUNTRIES KNOWLEDGE

- Australia (Majorly)
- New Zealand
- Germany
- United Kingdom
- Canada

JOB EXPERIENCE

Admission Counsellor | April 2024 - Present Aussizz Group

- Provide personalized counseling to students interested in studying abroad, helping them choose the right country, university, and course based on their academic background, interests, and career goals.
- Inform students and their parents about the various study programs, admission procedures, application deadlines, tuition fees, scholarships, and living conditions abroad.
- Assist students in completing and submitting their applications to foreign universities, ensuring that all required documents are prepared and submitted correctly.e.

RELEVANT SKILLS

- **Advising:** Offer detailed guidance on studying abroad, including choosing suitable institutions, programs, and countries based on students' academic and career goals.
- **Application Support:** Assist students in preparing and submitting applications, including writing and reviewing personal statements, essays, and letters of recommendation.
- **Visa Guidance:** Provide information and support regarding student visa requirements and processes.
- **Documentation:** Assist students with the necessary documentation for visa applications and ensure compliance with immigration regulations.
- **Funding Guidance:** Provide information on scholarships, grants, and financial aid options available for studying abroad.
- **Application Assistance:** Help students apply for financial aid and scholarships, including preparing application materials.

