

REKHA SINGH

ACADEMIC COUNSELLOR

PHONE | (+91) 9958759518

EMAIL | rekhasingh181219@gmail.com

LOCATION | New Delhi, INDIA

EXPERIENCE | 2 Years 3 Months

Key Skills

- Administrative Operations
- Administration Management
- Education Counseling
- Career Counselling
- Admission Counselling
- Student Counseling
- Admissions
- Academics
- Center Management
- Counselling

Languages

- Hindi
- English

Profile Summary

Having 3 Year Experience with PACE IIT and Medical institute - Coordinating office activities - Responsible for planning, organizing and coordinating the daily professional operations - Responsible for complete online platform formalities e.g. class links generation, testing etc. Time table management. - Supervises the activities of subordinates. - Maintaining and updating the database of the existing and new students. Handling online/offline queries at the center and convert them into admissions.

Work Experience

Academic Counsellor

Pace IIT And Medical Institute

11/2021 - 02/2024

working on administrative activities i.e. Admission procedure Handling School Project, Coordinating with Tutor and students for batches

Education

B.A - Arts&Humanities

2024

Delhi University - College of Art

12th

2018

CBSE , English

Grade - 55-59.9%

