



DEEPSHIKHA

My Contact

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📍 Dwarka mor, Delhi

Personal Details

Marital status – Single

Birth Date – 17/10/1999

Father's Name – Mr. Raj Singh

Skills

- MS Excel
- Microsoft word
- CRM Software
- Communication Skills
- MS PowerPoint
- Educational Skills
- Research Skills
- Analytical Thinking

Strengths

- Ability to work in a team
- Ability to work under pressure
- Leadership.
- Effective Time – Management
- Fast Learner

Education Background

- **BBA (Bachelor's of Business Administration)**

July 2017 – September 2020

- **12th CBSE**

April 2016 – June 2017

About Me

An Educational Consultant with 2 years and 3 months of experience, specializing in the development and implementation of customized academic programs and learning strategies to enhance student success. Highly skilled in curriculum design, student assessment, and professional development for educators. Adept at fostering strong relationships with clients and educational institutions, while consistently delivering data-driven solutions to improve student outcomes. Dedicated to empowering students and educators through innovative and collaborative approaches to learning.

Professional Experience

StudyBerg Pvt. Ltd.

Sr. Educational Counsellor

25th April 2024 – Present

- Manage and provide guidance for the complete admissions process for students applying to universities in the UK, Australia, Canada, and the USA.
- Conduct detailed counseling sessions to help students select suitable universities and courses based on their profiles and career aspirations.
- Oversee the preparation and submission of visa applications, ensuring all documentation is accurate and complete.
- Develop and maintain trusted relationships with students, acting as a mentor and advisor throughout the application process.
- Review student applications regularly to monitor progress and address any issues or delays promptly.
- Collaborate with internal teams, including student counselors, key account managers, and support staff, to provide comprehensive support to students.
- Implement sales strategies to achieve enrollment targets and improve the overall admissions process.

Educate and elevate, Delhi.

Educational Consultant

17th June 2022 – 6th April 2024

- Handled UK, Australia, Canada, and USA Visa Process for applicants aspiring to study abroad.
- Guided students on university and course selections through profile analysis.
- Managed documentation and follow-ups for the visa process.
- Created and maintained trusted relationships with students, acting as their coach for university admissions and related guidance.