

Megha Mittal

B-2/42-43 Sector-6 Rohini Delhi-110085
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Objective

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success and growth of the company.

Experience

- Examstreets Institute Mukherjee Nagar** 1/02/2023 - 31/03/2024
Academic counselor
Counseling students regarding educational issues such as course and programme selection, study habits and career counseling.
Maintain accurate and complete students records as required by faculty members.
Assisted the team in developing and implementing social media strategies .
Managing calls and leads generated through online platforms and conversing them in their enrollment in the institute.
- Excel Study Abroad Rohini** 15/07/2022 - 31/01/2023
Counselor
Counseling students about career options abroad according to their previous academic record and experience.
Maintaining and completing the online procedure of documentation of the students.
Managed calls through social media platforms and conversing them to take admissions.
Creating attractive post for social media platform like instagram and Facebook.

Education

- Delhi University** 2018
B.A(prog)
60
- SCERT** 2020
D.el.ed
75
- Maharishi Dayanand University** 2022
Bachelor's in education
76

Skills

- Communication
- Leadership
- Problem solving
- Logical thinking
- Active listening
- Management skills