

SAKSHI MAHANI

276/277 GURU RAM DASS
NAGAR, LAXMINAGAR

Cell: 9711818810

Email: mahanisakshi@gmail.com

Summary

Helpful admissions counsellor offering extensive advising and mentorship abilities demonstrated over more than two years Of industry Experience. Hands On communication approach with proven track record of liaising with students and parents to facilitate Admissions Process. In-Depth Knowledge Of Available Programs and Courses With Aptitude For Recruiting Applicants and Supporting Application Process.

Highlights

- Basic knowledge of ms word
- Basic knowledge of ms excel
- Basic knowledge of ms powerpoint
- Internet surfing
- Strong written and verbal communications kills
- Strong problem solving skills

Work Experience

Admission Counsellor

Feb 2023-Present

Dhyeya IAS

- Handling The Multiple Branches Of Dhyeya IAS
- Making Calls On Everyday Basis And Giving Them The Information About The Course, Its Fee Structures, Duration And The Scope Of That Course.
- Generating Business By Converting The Leads
- Coordinating With The Sales Team Of Different Branches Of Dhyeya IAS
- Taking Follow-Ups With The Students.

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Admission counsellor

Feb2022–Sep 2022

Tsd elevate(Institute for chartered accountancy)
(Sister concern venture of tarunias under tunir subho private ltd)

- Making calls on everyday basis and advise and briefing the students regarding the course, Its fee Structure, Duration And The Scope Of That Course.
- Converting the leads which has been generated from calls into the admissions.
- Conducting the seminars and making students aware about the course.
- Handling the face to face enquiries and on calls also.
- Managing the students data and their full admission process.
- Handling the class schedule of the faculties and also conveying them with the students.
- Taking followup with the students and resolving the issue if any problem occurs.

Admission counsellor

Oct2021-Jan 2022

Pacific institute of professional studies ,Newdelhi ,India

- Developing new leads by making calls.
- Explaining about the courses to the students and counseling them.
- Handling the enquiries
- Handling the full admission process
- Communicating with the students and briefing them about the class schedule

Projects undertaken:

Company name: DLF Limited

Title: Recruitment & Selection proces

Duration: 11thjune2012 to 11thaugust2012

Project Description: Summer Internship

Company name: ICICI Bank

Title: Customersatisfaction

Duration: 15thjune2014 to 30thjuly2014

Project Description: Summerinternship

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Education

Course	Year of Passing	Name of Board/University/Institute	% Age	Division
MBA	2015	Gurugobindsinghindraprastha University, Delhi	75.5%	First
BBA	2013	Gurugobindsinghindraprastha University, Delhi	70.7%	First
Xiith	2010	CBSE	64.1%	First
Xth	2008	CBSE	63.6%	First

Others

Languages known

English, Hindi

Location

New Delhi, India

Marital status

Unmarried

Nationality

Indian

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