

**Name** - Swarnim Shreyansh  
**Address** - Agamkuan, Patna  
**Contact number**- 7209281350  
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## Objective

Dedicated and enthusiastic Admissions Counselor with a passion for guiding students through the institution application process. Skilled in recruitment, counseling, and building relationships to support enrollment goals.

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## Skills

- Student counseling and guidance
  - Application evaluation
  - Public speaking and presentations
  - Recruitment and outreach
  - Organizational and time-management skills
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## Work Experience

### Admissions Counselor

Akash Institute, Patna  
February 2022– Till present

- Assisted prospective students and families in understanding admissions requirements, deadlines, and financial aid options.
  - Reviewed and processed applications, ensuring compliance with institutional policies.
  - Conducted campus tours and organized informational sessions to promote academic programs.
  - Represented the institution at high school fairs, community events, and virtual sessions.
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## Education

Class 10th - Mount Carmel High School, Patna  
Class 12th - Golden Bell Public School, Biharsharif  
B.Sc. (Biotechnology) - Magadh University, Bodh Gaya

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## **Personal Details**

Date of birth - 6th February 1999

Nationality - Indian

Marital Status - Unmarried

Languages Known - English, Hindi

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## **References**

Available upon request.