

VANSHIKA GOYAL

SENIOR ADMISSION COUNSELOR

New , India, 110096 - 9873998262

Vanshikagoyal444@gmail.com

DOB - 26-10-1997

- Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.
- To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

EXPERIENCE

08-2020 - 09-2021

Human Resource Recruiter & Admin, Grocery4U, New Delhi, India

- Delivered friendly assistance with new hires throughout interviewing and hiring process.
- Filed paperwork, sorted and delivered mail and maintained office organization.
- Sparked productivity by setting itineraries and scheduling appointments.
- Prepared monthly, weekly and daily logs using Microsoft Office Suite.
- Efficiently delivered personnel information to management for speedy corrective action.
- Recruited and hired qualified candidates for vacant and new positions.
- Managed employee exit interviews and paperwork.
- Answered and redirected incoming phone calls for office.

03-2023 - 04-2024

Admission Counsellor, Education Lane , New Delhi, India

- Increased customer satisfaction by resolving issues.
- Improved operations through consistent hard work and dedication.
- Used Microsoft Word and other software tools to create documents and other communications.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record.
- Worked within applicable standards, policies and regulatory guidelines to promote safe working environment.
- Delivered services to customer locations within specific timeframes.
- Worked with customers to understand needs and provide excellent service.
- Demonstrated respect, friendliness and willingness to help wherever needed.

05-2024 - current

Senior Admission Counselor , Unext , Noida, India

- Developed and expanded referral system of service providers to assist clients in attaining services.

- Guided clients in developing skills and strategies for dealing with problems.
- Communicated closely with other counselors to devise programs and activities based on developmental and academic levels.
- Offered guidance and advice to help cultivate self-esteem and community involvement.
- Arranged and facilitated therapy sessions for individuals, couples and families.
- Acted as client advocate to coordinate required services or resolve emergency problems in crisis situations.
- Engaged clients in conversation to determine feelings and apprehensions.
- Provided comprehensive case management services, created treatment plans and connected clients and families to appropriate resources.

PROJECTS

09-2019 - 10-2019

Orbit Biotech, Mohali, Chandigarh

06-2018 - 07-2018

Yatharth Hospital, Noida.

EDUCATION

04-2012 - 03-2013

10th - CBSE, Brahmananda Public School

04-2014 - 03-2015

12th - CBSE, Noida Public School

03-2017 - 04-2020

Graduation - Bachelor's In Biotechnology, Sharda University, Greater Noida

03-2021 - 04-2023

Post Graduation - M.Sc In Microbiology, : Chhatrapati Sahu Ji Maharaj University Formaly Known As Kanpur University, Kanpur

SKILLS

- Creative Thinking
- Analytical Skills
- Team Player
- Fast Learner
- Communication Skills