

# CHANDA KUMARI

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New Delhi 📍

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## CAREER OBJECTIVE

Compassionate and dedicated Counseling graduate seeking an entry-level position to utilize my strong communication skills and passion for helping others to provide effective counseling services and support to individuals

## SUMMARY

- I'm a Post-graduate with Masters of Arts from IGNOU.
- Exceptional communication as well as interpersonal skills, self-confidence, innovative approach and quick adaptability to changing working environment are my biggest assets
- I'm seeking a challenging job that would synergize my skills and experience with the objectives of the organization.

## EXPERIENCE

### EDUCATION COUNSELLOR

#### DEEPSRI CAREER SOLUTIONS (AUG 2023 – JULY 2024)

As an educational counselor at Deepsri career solutions, my role involves reaching out to prospective students based on provided data to generate leads. I offer personalized guidance to students and recommend colleges that align with their academic and career goals. I assist in the application process to universities, organize group discussions, and facilitate personal interviews for students to help them secure admission to their preferred institutions .

### FRONT OFFICE/ COUNSELLING

#### ASDM (ASSAM SKILL DEVELOPMENT MISSION) (MAR 2018 – MAR 2019)

As a front office and counselor at ASDM, my role involves giving face to face counseling and on call. Giving student proper guidance about government facilities. Greeting students and parents as a front desk executive and provide proper assistance.

## EDUCATION

### MASTERS OF ARTS

IGNOU

## SKILLS

- Communication
- Quick Learner
- Multi-Tasking
- Leadership
- Problem Solving

**COMPUTER PROFICIENCY - GOOD KNOWLEDGE OF MS OFFICE.**

**PERSONAL INFORMATION**

- DATE OF BIRTH:- 01<sup>ST</sup> JULY 1997
- GENDER:- FEMALE
- HUSBAND NAME:- SHRI RISHI PRASAD
- LANGUAGES KNOWN:- HINDI,ENGLISH,ASSAMESE

