

# Shaina Rana

Education Counselor

Want to work with a company that provides dynamic result oriented environment & lots of scope for self-improvement and growth.

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📞 9560938514

📍 Noida, India

## EDUCATION

### Bachelor of Commerce

University of Delhi

06/2016 - 12/2020

### Higher Secondary School

Shanti International School

04/2014 - 03/2016

### Secondary School

Shanti International School

04/2012 - 03/2014

## WORK EXPERIENCE

### Billing

Akribiz

10/2020 - 02/2021

Akribiz Business Solution

Tasks

- Sales Operation

Noida

### Education Counselor

Growel Education Consultancy

03/2021 - 02/2022

Tasks

- Providing information about Colleges to Student

### Admission Counselor

Maharishi University

04/2022 - Present

Tasks

- Providing information about Colleges to Student

## SKILLS

Communication

Teamwork

Resilience

Quick learner

Adaptability

Problem Solving and Decision Making

## CERTIFICATES

Certified Industrial Accountant  
(01/2017 - 05/2018)

## LANGUAGES

English

Professional Working Proficiency

Hindi

Native or Bilingual Proficiency

## INTERESTS

Operating Computer