

# NAZIYA

---

## OVERSEAS EDUCATIONAL COUNSELOR

---

### CONTACT

---

9718036988

[Afinaziya69@gmail.com](mailto:Afinaziya69@gmail.com)

Delhi, India

### PROFILE

---

Results-driven education consultant with 2 years of experience in providing guidance and support to students and parents. Proven track record in developing and implementing effective strategies to enhance educational outcomes. Strong knowledge of curriculum development and understanding of educational systems. Committed to helping students achieve their full potential and navigate their educational journey successfully.

### SKILLS

---

Creativity

Leadership

Organization

Problem solving

Teamwork

MS - Office

### EXPERIENCE

---

#### **Educational Counselor at Educate and Elevate**

July 2022- Till now

- **Counselling and Guidance**

Providing personalized counselling to students regarding study abroad opportunities. Offer information on various study programs, universities and countries. Address queries related to admissions, visa processes and other relevant aspects.

- **Application Assistance**

Assist students in preparing and submitting applications to international universities. Ensure that the required documents such as transcripts and recommendation letters are properly organized and submitted on time. Provide guidance on standardized tests and language proficiency requirements.

- **Communication and Relationship Building**

Maintain regular communication with prospective students and their parents to keep them informed about the application progress. Build and maintain relationships with educational institutions abroad to stay updated on admission criteria and program details.

### EDUCATION

---

Delhi University

**2018-2021**

Bachelor of Commerce

- **Visa Process Support**

Guide students through the visa application process, ensuring compliance with the requirements the respective countries.

- **Orientation and Pre-departure Support**

Conduct orientation sessions for students accepted into study abroad programs.