

HEMLATA YADAV

Academic counsellor

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Delhi, India



SUMMARY

An effective and resourceful motivator, team-builder, and facilitator with exceptional communication and presentation skills possessing an innate ability to perform accurate student assessments and conceptualize and employ individualized education plans.

EDUCATION

2023
Master of Business Administration (human Resources)
Regional College Of Management ,Bengaluru, KArnataka

2020
bachelor of commerce (marketing)
Dibru College,Dibrugarh, ASSAM

2017
Equivalent Qualification (commerce)
kendriya vidhyalaya airforce station salua west bengal

SKILLS

- Good at communication.
- Fluent In English.
- Good experience of working in a group,
- Knowledge on MS Word and Basic Computer knowledge.
- Quick learner.
- Leading quality.
- Having knowledge of SEO
- Good Convincing Skill

CERTIFICATIONS

- NCC B Certificate.
- Advanced excel certifications
- Advance HR generalist.

DECLARATION

- I hereby declare that all the information furnished above is true & accurate to the best of my knowledge.

PROFESSIONAL EXPERIENCE

human resource (April 21-Feb 23)
Teleperformance India Pvt Ltd, Bengaluru

Roles and responsibilities handled-

- Recruiting employees for organization.
- Training and development of the employees.
- Employee relations.
- Maintaining company culture.
- Managing employee benefits.

Academic Counselor (Feb 23-June 23)
Vedantu Innovations Pvt Ltd, Bengaluru

Roles and responsibilities handled-

- To call the students from the database.
- To conduct the Demo session for the student and the Parents.
- Was handling North leads
- Have to handle full procedure from counselling till Admission.

Academic counselor (June 23-Apr 24)
Animaster design college Bengaluru

Roles and responsibilities handled-

- I was handling North, North-East and North-West Leads.
- Have worked on SEO (Search Engine Optimization) of the college.
- Was handling Walk-in students and to show them the campus.
- I was handling whole Shiksha leads and Facebook leads.
- Conducting demo and was taking Interview of the student for the admission.