

# Experience in computer teacher, receptionist and admission counsellor

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## OBJECTIVE

To work in high-grown organization with a competitive and challenging environment that creates an ideal condition for delivering high quality services.

## SKILLS

- Communication
- Problem solving
- Leadership
- Time management
- Creativity
- Teamwork

## EXPERIENCE

|  |  |
|--|--|
| <b>Feb/2021 - Aug/2021</b><br><b>Customer handle</b>                     | <b>Medical shop</b><br>Customer handle.  |
| <b>Jan/2022 - Dec/2022</b><br><b>Computer Teacher</b>                    | <b>I.I.T computer institute</b><br>Teached to students handling all students , maintained all data, paper work etc .   |
| <b>Apr/2023 - Jul/2023</b><br><b>Admission counselor</b>                 | <b>S . Infinity</b><br>Face to face counselling, managed all batech and students fees etc.   |
| <b>Sep/2023 - Sep/2024</b><br><b>Admission counselor and Team leader</b> | <b>S&amp;S Care Skills Academy Pvt Ltd</b><br>Counselling on phone calls and also face to face counselling managed students classes, all over things regarding the students etc. |
| <b>Oct/2024 - Dec/2024</b><br><b>Education counselor cum BDE</b>         | <b>e tuitions learning Pvt Ltd</b><br>Counselling on calls to students for taking online classes. maintained all over things regarding the students etc.                         |

## PROJECTS

|  |   |
|--|---|
| <b>Environment friendly bag</b><br>Duration:7 Day, Team Size:6 | <b>Saler</b><br>I sold Environmental friendly bags in market. |
|--|---|

## EDUCATION

| Degree / Course   | University / Board         | Percentage / CGPA | Year of passing |
|---|----------------------------|-------------------|-----------------|
| 12th  | C.B.S.E                    | 72%               | 2020            |
| P.G.D.C.A (post graduate diploma in computer application) | Vedanta computer institute | A+                | 2018            |
| B.A   | Delhi University           | 6.527             | 2023            |

|     |  |  |          |
|-----|--|--|----------|
| M.A | Indira Gandhi National open University |  | Pursuing |
|-----|--|--|----------|

## ACHIEVEMENTS

1st prize - I got 1st prize in act and craft and painting.

## INTERESTS

Act and crafts and painting , operat computer ( graphics design)

## HOBBIES

Singing

## STRENGTHS

- Effective communication.
- Teamwork
- Problem solving
- Creative thinking
- Strong customer service
- Microsoft Office skills
- Hard working

## ADDITIONAL PERSONAL INFO

|                |   |
|----------------|---|
| Address        | H-201 Gyan Mandir road jaitpur badarpur, New delhi, Delhi, 110044 |
| Languages      | English, Hindi  |
| Date of Birth  | 12-sep-2003   |
| Marital status | Single  |
| Nationality    | Indian  |
| Religion       | Hindu   |
| Gender         | Female  |