

# HIMANSHI SHARMA

Paschim Vihar, Delhi · 9811851964  
[himanshi.sharma2897@gmail.com](mailto:himanshi.sharma2897@gmail.com)

Looking for a healthy working environment where I have an opportunity to learn and grow not only as professional but a good human being as well.

## EXPERIENCE

**JANUARY 2023 – TILL PRESENT**

### **MAVERICK EDUCATION CONSULTANCY (Sacred Heart International College)**

#### **Key Responsibilities as Records Officer**

- Managing and maintaining accurate and confidential student's record such as results, college unit offers, course updates on portal as well as maintaining accurate data in excel.
- Enter New Data and retrieve existing records as needed and dealing with the student queries.
- Conduct regular audits to ensure accuracy and completeness to avoid discrepancies and take corrective actions if needed.

**SOON PROMOTED AS ADMISSIONS AND MARKETING OFFICER IN AUGUST 2023- TILL PRESENT**

#### **Key Responsibilities as Admissions & Marketing Officer**

- Responsible for guiding prospective students through the admission process till the final enrollment of the student.
- Dealing with the agents in Australia through India in order to get the student enrolled by providing detailed admissions requirement and application procedures.
- Review and assess student applications including transcripts, test scores eligibility for admission and other supporting documents.
- Creating offer letters and working on PRISMS in order to issue COE for the student.
- Ensure all admissions practices comply with relevant regulations and organizational policies as per ASQA.

**FEBRUARY 2019 – MARCH 2019**

### **INTERN AT ACTION CANCER HOSPITAL,**

- Interaction with cancer patients and minor counselling.
- Case studies under manager counsellor (cancer specialist).

**JANUARY 2018 – OCTOBER 2018**

### **CUSTOMER RELATIONSHIP MANAGER, CALCETTO (VISION FOOTCARE INDIA PVT. LTD.)**

Handled front office for 2 months and promoted as customer relationship manager by the managing director of the company.

- Telephones & Record management.
- Payment follow ups from distributors.
- Complaint handling and objections from customers.
- Administrative work.

**SEPTEMBER 2017 – NOVEMBER 2017**

**INTERN AT LADY HARDINGE MEDICAL COLLEGE & SMT. S.K. HOSPITAL ,**  
DEPARTMENT OF PSYCHIATRY & DRUG DE-ADDICTION CENTRE

- Handling psychiatric cases.
- Interaction with mentally unstable patients with their cases.
- Case studies with under experienced doctors.

**JULY 2016 – SEPTEMBER 2016**

**HEAD OF THE INSTITUTE, LAL BAHADUR SHASTRI TRAINING CENTRE**

Handling office administration.

Handling telephone and student's registration.

Handling fee structure and data entry.

Attendance record and register maintenance.

## EDUCATION

JANUARY 2022 – PRESENT

**MASTER'S IN CLINICAL PSYCHOLOGY**, INDIRA GANDHI NATIONAL OPEN UNIVERSITY.

Pursuing master's degree in clinical psychology.

AUGUST 2019 – JULY 2020

**DIPLOMA IN SPORTS FITNESS & YOGA APPLICATION**, DELHI PHARMACEUTICAL SCIENCES AND RESEARCH UNIVERSITY UNDER STATE COUNCIL FOR VOCATIONAL TRAINING (SCVT)

Certified yoga and fitness instructor with good marks.

JUNE 2015 – JUNE 2019

**BACHELOR'S MAJOR IN PSYCHOLOGY**, INDIRA GANDHI NATIONAL OPEN UNIVERSITY.

JUNE 2015 -JUNE 2016

**DIPLOMA IN INFORMATION TECHNOLOGY AND COMPUTER SCIENCES**, LAL BAHADUR SHASTRI TRAINING CENTRE

MAY 2015

**HIGHER SECONDARY FROM CENTRAL BOARD OF SECONDARY EDUCATION**

MAY 2013

**HIGH SCHOOL FROM CENTRAL BOARD OF SECONDARY EDUCATION**

## SKILLS

- SELF MOTIVATED
- PROBLEM SOLVING EFFICIENCY
- GOOD LISTENER
- FLUENT IN ENGLISH
- HIGH ENERGY LEVELS
- NEVER GIVE UP ATTITUDE
- REPORTING SKILLS
- MULTI-TASKING ABILITY

## IT SKILLS

- MICROSOFT OFFICE
  - (word, excel, PowerPoint)
  - BASIC COMPUTER KNOWLEDGE

## **ACTIVITIES**

- Participated in the 42nd Annual Conference of Indian Psychiatric Society - North zone for 2 days in poster presentation on Stress and mental health.
- Actively participated in short term training under “Implementation Methodology for motor skill development” with Academy of Sports Sciences Research and Management (ASSRM).

## **PERSONAL DETAILS**

ADDRESS – 14/482, 2<sup>ND</sup> FLOOR, SUNDER VIHAR, PASCHIM, VIHAR, NEW DELHI-87

FATHER’S NAME – MR. AMITABH SHARMA

DOB – 2<sup>ND</sup> AUG 1997

NATIONALITY – INDIAN

MARITAL STATUS – UNMARRIED

GENDER – FEMALE

HOBBIES – MUSIC, READING BOOKS, TRAVELLING

## **DECLARATION**

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

DATE:

PLACE: NEW DELHI

(HIMANSHI SHARMA)