

ADITYA KUSHWAHA

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Orai, Uttar Pradesh, India

PROFESSIONAL SUMMARY

Results-oriented Senior Admission Counselor with 2.5 years of experience at a leading university, dedicated to guiding prospective students through the admissions process. Proven ability to enhance recruitment efforts through effective communication, relationship-building, and data analysis. Skilled in evaluating applications and collaborating with academic departments to align student needs with institutional goals. Committed to fostering diversity and accessibility in higher education while mentoring junior staff to elevate the overall admissions experience. Passionate about promoting the university's mission and ensuring a seamless transition for incoming students.

SKILLS

Career and educational counseling	Admissions Expertise	CRM Software Experience
Higher Education Knowledge	In-depth program knowledge	

EXPERIENCE

Senior Admissions Counselor

NIMS University Rajasthan, Rajasthan, India, Feb 2024 - Current

Advising Prospective Students: Guide students through the admission process, providing detailed information about programs, application requirements, and financial aid options.

Recruitment Activities: Organize and participate in recruitment events, including college fairs, campus visits, and informational sessions to attract diverse student populations.

Application Review: Evaluate applications, making recommendations based on academic achievements, extracurricular involvement, and personal statements to ensure alignment with institutional goals.

Data Analysis: Analyze admission data and trends to develop strategies for improving recruitment efforts and meeting enrollment targets.

Collaboration: Work closely with academic departments, financial aid, and other university offices to facilitate a seamless admission experience for applicants.

Training and Mentorship: Mentor junior counselors and assist in training new staff on admission policies and best practices.

Listened to customer requests and specifications and made suggestions to appropriately fulfill needs.

Academic Counselor

Career Point University, Kota, India, May 2023 - Feb 2024

Advising Students: Provide personalized academic advice on course selection, degree requirements, and academic pathways to help students meet their educational goals.

Monitoring Academic Progress: Track students' academic performance, identify those struggling, and offer intervention strategies to support their success.

Developing Academic Plans: Assist students in creating and maintaining academic plans that align with their goals, including major selection and graduation timelines.

Career Counseling: Help students explore career options, internships, and job opportunities related to their majors, providing resources and connections to career services.

Collaboration with Faculty and Staff: Work closely with academic departments and administrative offices to coordinate support services, ensuring a holistic approach to student success.

Maintaining Confidentiality: Ensure that all student records and interactions are handled with confidentiality and in compliance with university policies and regulations.

Data Management and Reporting: Maintain accurate records of student interactions and progress, and contribute to reporting on advising outcomes and effectiveness.

Junior Quality Engineer

Ashok Leyland, PantNagar, India, Nov 2021 - Feb 2023

Quality Inspections: Conduct inspections and tests on incoming materials, in-process components, and finished products to ensure compliance with quality standards and specifications.

Documentation Review: Review and maintain quality documentation, including inspection reports, testing procedures, and quality control plans.

Root Cause Analysis: Assist in identifying root causes of quality issues and collaborate with production teams to implement corrective actions.

Process Improvement: Participate in continuous improvement initiatives, contributing ideas and supporting the implementation of quality improvement projects like ALVES.

Collaboration: Work closely with cross-functional teams, including production, engineering, and supply chain, to promote a culture of quality and support quality-related initiatives.

Training Support: Assist in training staff on quality control procedures, inspection techniques, and quality assurance protocols.

EDUCATION

Bachelor of Science (B.S.): Science

Bundel Khand University, Jhansi, India, Jun 2024

- Graduated with 7.4 CGPA

Diploma: Mechanical Engineering

Government Engineering College, Mahoba Uttar Pradesh, India, Aug 2021

- Graduated with 7.2 GPA

Intermediate: Science

Shivam Convent HSS, Gwalior, India, May 2019

68%

LANGUAGE

Hindi

Proficient (C2)

English

Upper Intermediate (B2)

Spanish

Beginner (A1)

AWARDS AND RECOGNITION

Outstanding Achievement in Admissions

Career Point University- Kota

[October, 2023]

Recognized by management for achieving a record number of admissions, surpassing targets by 20%. This recognition highlights my commitment to fostering a positive admissions experience and enhancing recruitment strategies.