

NEHA KAUSHIK

CONTACT

7002393402

nkaushik517@gmail.com

SKILLS

- Customer Support
- Data Analysis
- Planning
- Process Improvement
- Team collaboration
- CRM Management
- Problem Solving
- Lead Generation

EDUCATION

2020 - Tripura University

M.Sc. (Microbiology)

2018 - Shillong College

B.Sc. (Microbiology)

2013 - Gurukul Grammar

Senior Secondary School

10+2 - Science

2011 - Gurukul Grammar

Senior Secondary School

10th - Schooling

OBJECTIVE

To be a part of a demanding setting with ample room for advancement and opportunities to learn more. To adequately carry out my role and use the skills that I've acquired to contribute to the organization's expansion.

EXPERIENCE

Univo Education Pvt. Ltd.

Academic Counselor

Mar'24 – Aug'24

- Created individual professional development programs for clients and conducted career assessments and exploratory sessions.
- Generated new business leads. Promoted counselling services and products
- Developed and maintained solid client relationships, offering continuous assistance and direction.
- Worked in alliance with Sales team and marketing campaigns, created advertising materials, and leveraged social media for engaging potential customers.
- Monitored client advancements and record keeping.
- Processed student enrolments within SLA

Sookshm Business Services Pvt. Ltd.

Academic Counselor

Aug'23 – Jan'24

- Serving as a mentor and advisor to prospective students, offering career guidance in a variety of courses.
- Helping prospective students with backgrounds in health and life sciences plan their career paths and understand how organizations may advance their careers through counselling.
- Meeting weekly goals for enrollment, income, and collection.
- Determining the distinctiveness and efficacy of the organization's blended/online learning program.
- Assuming full responsibility for the given leads' entire sales closing life cycle, which includes making phone and video calls, demonstrating products, closing deals, and maintaining relationships after the sale.
- Keeping a thorough record of every conversation with leads on the CRM and giving the marketing team regular input on the caliber of prospects.

LANGUAGES

- English
- Hindi
- Assamese

INTERESTS

- Dance, Music, Poetry

Transcendix

Program Management Trainee

Jul'21 – Aug'21

- Assist project managers in arranging tasks, keeping tabs on development, and guaranteeing timeline compliance.
- Carry out analysis and research to offer perceptions and suggestions for project improvements.
- Work together with cross-functional teams to guarantee efficient project execution and to promote communication.
- Help with the creation of reports, presentations, and project documentation for both internal and external stakeholders.
- Take part in project meetings, record minutes and monitor action items to make sure tasks are completed on schedule.

CERTIFICATIONS

- Diploma in Computer Applications (DCA) – **2014**
- English Shorthand (Stenography) – **2014**