

SARMISTHA PRIYADARSINI SAHOO

A D M I S S I O N O F F I C E R



📞 918249555360

✉️ Sarmisthapriyadarsini1997@gmail.com

📍 Dehradun, Uttarakhand

PROFILE

Dedicated and experienced Admission Officer with a proven track record in facilitating seamless and efficient admission processes. Possessing a comprehensive understanding of academic institutions and their admission requirements, I have been actively contributing to the field since January 25, 2021. Committed to fostering a positive and inclusive application experience for prospective students through effective communication, meticulous evaluation, and strategic decision-making.

SKILLS

- Admission Process Management
- Application Evaluation
- Student Outreach and Engagement
- Policy Compliance
- Data Analysis and Reporting
- Cross-functional Collaboration
- Customer Service Excellence
- Continuous Process Improvement

EXPERIENCE

Uttaranchal University, Dehradun

ADMISSION COUNSELOR 2024 July - Present

- **Student Outreach & Engagement:** Conducted proactive calls to prospective students for MBA and MCA programs, providing detailed information and addressing queries.
- **Data Collection & Management:** Collaborated with corporate partners to gather data on potential students, ensuring accurate and organized records in CRM systems.
- **Admissions Guidance:** Guided students through the entire admission process, from application submission to interview coordination and document verification.
- **Conversion & Follow-up:** Engaged in regular follow-ups to convert inquiries into successful admissions, ensuring consistent support to prospective students.
- **MBA/MCA Admissions Oversight:** Specialized in overseeing admissions specifically for MBA and MCA programs, including application review and student onboarding.

Birla Global University, Formerly Known as BIMTECH, Bhubaneswar

ADMISSION OFFICER 2021 JAN - 2024 March

- **Advised & Communicated:** Advised prospective students on college admissions, financial aid, and career opportunities, maintaining strong communication via phone and email.
- **Collaborated with Stakeholders:** Worked closely with administration, faculty, and alumni to meet institutional goals and streamline the admission process.
- **Application Review & Evaluation :** Reviewed student transcripts and applications, ensuring adherence to eligibility criteria and demonstrating a commitment to fairness in decision-making.
- **Optimized Admission Processes:** Implemented data-driven strategies to enhance efficiency, while adhering to policies and maintaining industry standards.

EDUCATION

M.COM (FINANCE)

Birla Global University, Bhubaneswar
2018 - 2020

B.COM (ACCOUNTANCY)

Salipur Autonomous College, Cuttack,
Odisha
2015 - 2018

XII (CHSE)

Salipur Junior College, Cuttack, Odisha
2012 - 2013