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DOB. 26/06/1984

SUMMARY

I want to obtain a challenging position within an organization utilizing my skills and abilities in an industry which offers professional development and growth opportunities.

SKILLS

- Good verbal and writing communication skills
- Honest & Hardworking
- Teamwork spirit
- Good problem-solving skills
- Innovative
- Service-focused

Seema Bhandari

EXPERIENCE

February 2024 - July 2024

Overseas Education Counselor Red Earth Education & Migration

- Provided counseling and guidance to students seeking overseas education opportunities.
- Assisted with application processes, including document preparation and submission.
- Along with assisting with tourist visa applications.

October 2022 - February 2024

Overseas Education Counselor SS Overseas Education Service

- Guided students on career paths and educational opportunities overseas through online platforms.
- Facilitated virtual sessions to help students understand admission requirements.

March 2022 - September 2022

Visa Consultant 6 months internship Awizom Travel & Tourism

- Provided guidance regarding the UK Startup Visa
- Assisted clients with basic document requirements and arrangements.
- Took client follow-ups.
- Supervised a team, improving overall efficiency.

Train Graduate Teacher (T.G.T-Arts) S.V.N Public School Himachal Pradesh (HP Board) For 4 Years

(T.G.T-Arts) Devine International School Parwanoo Himachal Pradesh (CBSC Board) For 2 Years

Train Graduate Teacher (T.G.T-Arts) Uday Public School Himachal Pradesh (HP Board) For 2 Years

(T.G.T-Arts) Government High School, Himachal Pradesh (HP Board) For 1.5 Years

Post

Graduate Teacher Geography (P.G.T.) Government Senior Secondary School, Himachal Pradesh (HP Board) For 2 Years

EDUCATION

M.A. in Rural Development IGNOU

M.A. in English Himachal Pradesh University Shimla

B.Ed Lakshay Institute Arki Solan Affiliated under Himachal Pradesh University Shimla

Qualified State Teacher Eligibility Test (H.TET) B.A Govt. College Nahana Affiliated under Himachal Pradesh University Shimla

12th Standard (Arts) H.P. Board Dharmshala

10th Standard H.P. Board Dharmshala

CERTIFICATIONS

PGDCA Form ITCT Centre Himachal Pradesh

LANGUAGES

- Hindi
- English

HOBBIES AND INTERESTS

- Sketching
- Writing and Reading
- Singing and Dancing
- Music listening
- Cooking