

ADITYA BHASKER

Nearly 2 years of expertise in Academic Counseling, Customer Relationship Management and Content Writing; streamlining processes and fostering connections to drive success and organizational growth.



PERSONAL DETAILS

- 9523252565
- aditya23402@gmail.com
- Greater Noida
- <https://shorturl.at/2K5RS>

CORE COMPETENCIES

- Counselling
- Sales
- Outreach & Networking
- Marketing
- Content Management

SOFT SKILLS

- Communication
- Problem-Solving
- Time Management
- Adaptability
- Negotiation

LANGUAGES

- English (Fluent)
- Hindi (Fluent)

PROFILE SUMMARY

- Driving growth as an Admission Counselor at Amity University, Greater Noida, by mentoring prospective students and managing operations.
- Developed organizational and relationship-building skills, ensuring a smooth process.
- Collaborated with Faculties to streamline the enrollment procedures, enhancing efficiency and applicant satisfaction.
- Built strategic alliances with high schools and external contacts to expand the university's reach and attract top talent.
- Counselled over 800 prospects and converted more than 80% into enrolled students, achieving a high enrollment rate.

WORK EXPERIENCE

Admissions Counselor, Amity University, Greater Noida

Jan 2023 - Present

- Built & nurtured relationships with high school counsellors and external partners; effectively promoting the university to potential students.
- Collaborated with faculties to optimize the admissions process; ensuring efficiency and clarity.
- Addressed queries of the prospects; offering comprehensive insights into various programs and requirements.
- Managed candidate documentation at multiple stages; ensuring accurate and timely record-keeping throughout the admissions process.

Highlights

- Guided over 800 prospective students, helping them explore academic and extracurricular opportunities at the college.

Trainee journalist, News1 India, Noida

July 2022 - Nov 2022

- Created and edited footage for broadcast on television and the web as a Multimedia Journalist.
- Researched and wrote stories for web, broadcast, and social media.

ACADEMIC DETAILS

Master in English Literature

Indira Gandhi National Open University

2023 - Present

Bachelors in Journalism & Mass Communication

Amity University, Greater Noida

2019 - 2022

CGPA: 8.88

Intermediate, CBSE, Holy Cross, Muzaffarpur, Bihar

2019