



SUMMARY

"Dynamic professional with 2.6+ years of diverse experience across customer service, HR, educational counseling, and linguistic roles. Started career at Domino's as a Guest Service Representative (GSR), developing strong interpersonal and problem-solving skills. Transitioned to a 6-month HR internship, gaining valuable insights into recruitment, onboarding, and employee relations. Excelled as an Educational Counselor, providing guidance on academic and personal development. Additionally, served as an Assamese logger, demonstrating linguistic proficiency and attention to detail."

EDUCATION

Bachelor of ARTS With Education Honour's
,2014-2017

SKILLS

Career Counseling	Resume Writing
Career Education	Interview Skills
Communication	Professional Networking
Multiple local languages	Workshop and
Human Resources (HR)	Presentation
Recruitment	Excel
Performance	Google Sheet
Management	CRM Software
Strategic Planning	CANVA
Customer Service	NPF

ADDITIONAL SKILLS

- Strong communication and interpersonal skills
- Ability to work effectively with diverse populations
- Knowledge of counseling theories and techniques
- Familiarity with educational software and resources
- Excellent organizational and time management skills

CERTIFICATIONS

PGDCA diploma in computer application.
stenography knowledge of shorthand language

ACHIEVEMENT

Qualified APSC Prelims
other one day govt. Examination qualified first phase
SSC,RAILWAY,PLATOON COMMANDER

PROFESSIONAL EXPERIENCE |2.6+

EDUCATIONAL COUNSELOR AT CAREER CRITICA ,NOIDA
1 November 2023 - Present

- Assisted students in exploring educational options and developing academic goals.
- Administered and interpreted career assessments to help students make informed decisions about their future.
- Provided information about college admissions, financial aid, scholarships, and other resources.
- Collaborated with faculty to address students' academic and behavioral concerns.
- Contributed to the development and implementation of programs to support student success and retention.
- Participated in committees and task forces related to student services and academic advising.

EDUCATIONAL COUNSELOR AT VIDYA PLANET,NOIDA
October 2022-november 2022

- Provided educational counseling to students, including assessing their academic needs and creating customized education plans.
- Offered guidance on course selection, study skills, and exam preparation.
- Conducted career counseling sessions to help students explore potential career paths and set career goals

HUMAN RESOURCE INTERNSHIP AT AASMAN FOUNDATION
june 2022-December 2022

- Assisted HR team in recruitment processes, including sourcing candidates, reviewing resumes, and scheduling interviews.
- Participated in onboarding activities for new employees, including orientation sessions and paperwork completion.
- Assisted with performance management processes ,Including goal setting and performance Evaluation.
- Participated in strategic planning sessions and provided input on HR policies and procedures.

MEDIA LOGGER-ASSAMESE LANGUAGE AT TABSONS INDIA
september 2022-1month

GUEST SERVICE REPRESENTATIVE AT DOMINO'S,TEZPUR
June 2021-March2022