



# Anas Shahid

## Operations Executive

### About Me

Dedicated and detail-oriented operations executive with 9+ years of experience.

### Professional Experience

#### Senior Educational Councillor | AHZ Associates India

February 2024 - April 2024

##### Key Responsibilities

- Personalized Student Counseling
- Application Assistance and Deadline Management
- Visa Application Guidance
- Financial Aid Advice
- Pre-Departure Orientation
- Ongoing Post-Arrival Support

#### Operations Executive | SI-UK INDIA

October 2022 - February 2024

##### Key Responsibilities

- Manage student admissions to UK universities, overseeing the entire process from application to CAS issuance.
- Evaluate and process student applications in adherence to university and immigration guidelines.
- Liaise with universities to secure offers of admission for students.
- Ensure timely issuance of Confirmation of Acceptance for Studies (CAS) for successful applicants.
- Maintain accurate records and provide excellent customer service to guide students through the admission process.
- Facilitate admissions for students applying to prestigious UK universities including University College London, King's College London, University of Birmingham, and University of Manchester, from initial application to CAS issuance.
- Ensure strict adherence to the specific admission requirements and timelines of these universities while providing personalized guidance to students throughout the application process.
- Represent SIUK at education fairs, coordinating logistics, and actively engaging with prospective students to promote the organization and facilitate the application process.

#### Customer Support Executive | TLC Digitech PVT LTD

August 2021 - August 2022

#### Sr. Customer service associate | Tech Mahindra Limited

February 2016 - August 2020

#### Customer care executive | Concentrix Daksh

September 2015 - February 2016

### Personal Details

- PERSONAL PROFILE
- NAME: Anas Shahid
- FATHERS NAME: Late. Mohammad Shahid
- MARITAL STATUS: Single
- DATE OF BIRTH: 19/09/1993
- GENDER: Male
- LANGUAGE PROFICIENCY: English, Hindi
- EMAIL ADDRESS :  
anasshahid779@gmail.com
- CONTACT NUMBER: +91 9711118727

### Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking
- Team Management

### Education Background

- **IEC University, Solan, Himachal Pradesh**

*Bachelor of Arts (Program)*  
Completed in 2018

- **Cambridge School, Delhi**  
*All India Senior School Certificate Examination - Class 12th*  
Completed in 2012

- **Cambridge School, Delhi**  
*All India Secondary School Examination - Class 10th*  
Completed in 2009

I sincerely proclaim that all the facts in my resume are accurate, and I am responsible for their accuracy.

NAME :- ANAS SHAHID

DATE :- 1st March 2024