

Anshul Manglani

Senior Assistant

Work to the best of my knowledge in an environment that offers me the opportunity to apply the learning and the experience to the business world providing maximum value to the organization as I am working with it and to secure a challenging position.



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6377065627

Kota, India

WORK EXPERIENCE

Senior Assistant

Lovely professional university

04/2024 - 09/2024

Punjab

Lovely Professional University (LPU) is one of the leading universities in India, established in 2005 which offers highquality education to students from across the country.

Description

- I was Senior Assistant at Lovely Professional University (LPU), where I provide academic and administrative support to the students. I have a Bachelor of Commerce degree from the University of Kota, with a focus on accounting and business management. My core competencies include sales, management, and customer support, which I have developed and demonstrated in my previous and current roles.

Academic Counsellor

Career point university

08/2023 - 03/2024

Kota, Rajasthan

Career Point University in Kota, Rajasthan is a private university established in 2011. It offers various UG, PG, and research programs in fields like engineering, management, computer applications, and basic sciences.

Description

- Working as a Academic counsellor operation where I'm working on NPF (no paper form), I'm responsible for daily calls data provided by my team lead and try to mould students to get converted in admission for CPU depending on their courses requirements.

Associate

Virtual Binz

07/2022 - 04/2023

Udaipur

What matters at Virtual Binz is getting the job done. It's less about where or when you do your work, and more about the quality and time management of projects.

Achievements/Tasks

- Virtual assistant
- Outsourcing
- Customer support

GRADUATION

B.Com

University of Kota

03/2020 - 06/2023

Kota

Courses

- B.COM

SKILLS

Sales

Adaptability

Problem Solving

Flexibility

Negotiation

Critical thinking

Teamwork

LANGUAGES

English

Professional Working Proficiency

Hindi

Native or Bilingual Proficiency

INTERESTS

Travel

Music

Gaming

New challenges