

CONTACT

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☎ 9958030575

📍 Delhi NCR

CORE COMPETENCIES

- Proficient with Overseas Admission Process and Study Visa
- Proficient at client Retention.
- Creative writer and stage performer.
- Adaptable, Detail Oriented, Quick Learner, Loyal and Discreet.

LANGUAGES

English

Hindi

INTERESTS

Keen interest in Hindi, English and Urdu Literature.

Keen interest in Poetry Story Telling and Theater and Performing Art.

Fond of traveling, Sketching and Painting.

Fascinated towards Classical Dance and Music.

Pooja Shah

OVERSEAS EDUCATION COUNSELOR



SUMMARY

To achieve prestigious designation in a reputed organization where I get opportunities to prove my potential. Able to work with a team or as an individual contributor. A natural talent for precision and quality & to be independent and financially stable.

PROFESSIONAL EXPERIENCE

Career Advisor

Sep 2019 - Present

SIEC Education Pvt. Ltd.

Job Responsibilities

- Taking care of the Admission and Visa process of Australia, Canada.
- Counselling and process for All mentioned countries – Australia, Canada, UK, Ireland, New Zealand.
- Taking care of Statement of purpose, Genuine Temporary Entrant (GTE) Statement, Cover Letter and essays editing.
- Represent in Educational fairs conducted by the organization and Partner Institution.

Marketing Officer

Feb 2019 - Sep 2019

Discover Matrix Pty Ltd (Overseas Education and Immigration Consultant)

Job Responsibilities

- Student counselling in IELTS centres and other educational Institutions
- Subagent marketing of Delhi/NCR through Personal visits.
- Interstate marketing Visit to Rudrapur and Chandigarh.
- Seminar in domestic Academic institutions
- University shortlisting for Australia and New Zealand Represent in Educational fairs conducted by the organization.

Assistant Customer Relation Management

Jun 2018 - Jan 2019

Tata Motors PASCOS (Commercial Vehicle Dealership)

Job Responsibilities

- CRM entry of sold vehicles
- Processed post-sales documents.
- Complaint queries resolved in coordination with Regional sales heads.

Product Representative and Designer (Part time)

Nov 2015 - Jan 2018

Saint Impression (Deals in Stamps)

Job Responsibilities

- Stamp designing on Coral Draw
- Processed product quotations.
- Dealt with Clients on orders.

EDUCATION

Masters of Philosophy
Delhi University

Jul 2019 - Present

Bachelor of Political Science Honors
Delhi University

Jul 2015 - Jun 2018

EXTRA CURRICULAR ACTIVITIES & AWARDS

Performing Arts
Performer

Jun 2016 - Present

- Writer at various Poetry Blogs such as Posham Pa, Hindinama, Kavita Kosh, and Shadow on paper.
- Represented Collage in various University and Institution of India, Including IIT Kanpur, JNU, Delhi Technological University, Delhi University, IP University and Manav Rachna International University etc. and achieved 70+ Award winning certificates.
- Finalist Poet at The Great Indian Film and Literature festival Bhopal Chapter 2018.
- Guest performer in Shimla International Literature festival Chapter 2018 and 2019.
- Guest performer in The Cultural Evening of Uttrakhand International Sustainable development festival 2018.
- Participated and Certified by Hindi Academy, (Art, Culture and Language Department of Delhi Government).
- Participated as Volunteer and Surveyor in Delhi Municipal Election Conducted in April 2017.
- Active member of The Debating Society, Literary Society and Women Development Cell of the College.
- Successfully organized seminar, Talk Shows and cultural festival of Various Department of College.