



PUNAM KUMARI

My Contact

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📍 Noida, Uttar Pradesh

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Technical Skills

- Certified in Computer Application
- Microsoft Suites
- JD Genio
- Genio Lite
- Ameyo
- Leadsuared

Soft Skills

- Observation
- Decision Making
- Communication
- Multi-tasking
- Strong Interpersonal Skills
- Strong Creativity

Education Background

- NMIMS, Noida, Uttar Pradesh
MBA - HRM (2021 - 2023)
- Inspiria Knowledge Campus, Siliguri, WB
BBA-HRM (87%) (2017-2020)
- Kendriya Vidyalaya, Gangtok, Sikkim
+2 Commerce (62%) (2015-2017)

Internship

Swago Groups | US IT Recruiter

April 2022 – June 2022

Key responsibilities:

- ♣ Job posting on different portals e.g. LinkedIn, Naukri, Indeed
- ♣ Screening of Resume
- ♣ Conducting interviews as per requirements via virtual mode

About Me

Seeking a position in a challenging and creative environment where I can learn and grow personally and professionally that would help me as well as organization.

Professional Experience

Institute of Management Studies, Noida | Admission Counselor

May 2024 till Present

Key Responsibilities:

- Counsel prospective students and their families about available programs, eligibility criteria, and the application process. Assist students in selecting courses and career paths that align with their aspirations and interests.
- Evaluate student applications, ensuring all necessary documents and requirements are met. And Provide support during entrance exams, interviews, or other evaluation stages.
- Organize and participate in education fairs, school visits, and career counseling sessions to promote the college and its programs

UNIVO Education Private Limited | Admission Counselor

September 2022 – April 2024

Key Responsibilities:

- Provide Guidance and counseling to prospective students and experienced professionals regarding our diverse range of Online/Distance Programs.
- Effectively handle inquires through various channels, includes walk-ins, telephone calls and online platforms with a focus on converting leads into enrollments.
- Respond promptly and professionally to pre-admission inquiries from individuals expressing interest in our programs.
- Foster and maintain positive relationships with students and working professionals, ensuring their satisfactions and success.
- Meet sales targets within a competitive and performance-driven environment.

Just Dial Limited | Certified Internet Consultant

Feb 2020 – Feb 2021

Key Responsibilities

- Achieving targets with assign activity
- Daily follow up with customer for concept selling
- Team work and weekly meeting for selling skills development
- Aim to achieve offline store to digital access

Achievements

- ◆ Developing Soft skills & Personal, **IIT Kanpur**, 2018 and Human Resource Development, **IIT Kharagpur**, 2019
- ◆ Collaborative research project on digital banking in rural India in 2019.