






SHIVANI SHARMA

OVERSEAS COUNSELLOR

-  sshivaniisharmaa99@gmail.com
-  9971644210
-  Faridabad, 121006

COMPUTER/TECHNICAL SKILLS

- AutoCAD 2D
- MS-Word, MS-PowerPoint, MS-Excel etc.
- Unigraphics NX (Beginner)

ACHIEVMENTS

- Head coordinator of dance & music department.
- Coordinator for Informative Quiz on Atma Nirbhar Bharat.
- Participation in western dance & 1st position Fashion show competition.

WORK EXPERIENCE



Senior Associate Counselor

info edge India Ltd. (SHIKSHA)
May 2023 to Present

- Provide guidance on scholarships and financial planning.
- Help students with application documents and deadlines (admission to visa).
- Establish trust through open communication and empathy.
- Offer support with visa applications and immigration issues.



Overseas Counselor

Envision Overseas
October 2022 to May 2023

- *Identify and address problems that prevent.*
- *Students from pursuing their education abroad. Offer counselling in person, by phone, or online.*
- *Work with individuals, families, or groups.*
- *Building client relationships based on mutual respect and trust.*
- *Application work of students.*



Overseas Counselor

Yes Germany
April 2022 to September 2022

- *Determine the issues that stop students from pursuing their education abroad, and fix them.*
- *Provide counselling via the phone, online, or in person.*
- *Work with people one-on-one, in families, or in groups.*
- *Fostering client relationships founded on trust and respect.*
- *Student application work.*

EDUCATION HISTORY



Bachelor of Technology (Mechanical Engineering)

University: J.C. Bose University of Science & Technology
Year of Graduation: 2022



XII (Senior Secondary Education)

Institution: D.C Model Sr. Sec. School Board: CBSE
Year of Graduation: 2018



X (Secondary Education)

Institution: D.C Model Sr. Sec. School Board: CBSE
Year of Graduation: 2016