






KANUPRIYA CHOUHARY


ADMISSION COUNSELLOR


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 F-406, Delta-1, Greater Noida, India


SKILLS


Communication Skills 

Microsoft Office Suite 

Time Management 

Problem Solving Skills 

Attention To Detail 

Organizational Skills 

LANGUAGES

Hindi And English Professional Proficiency

HOBBIES

Yoga
Art And Craft
Cooking
Volunteering

OBJECTIVE

Motivated admission counsellor with a good experience in guiding students through the college admission process. Excellent communication skills and a strong understanding of university requirements. Committed to helping students achieving their educational goals and choose the right career path according to their capability.

EDUCATION

07/2016-05/2019	Bachelor Of Commerce Sharda University
07/2019-05/2021	Bachelor Of Education Sharda University

EXPERIENCE

- 04/2022-Present
- ### Admission Counsellor
- KCC institutes
- Reviewing and processing applications submitted by aspiring students based on standard admission policies.
 - Follow-up with students for any enquiries through direct meetings, live chat, phone calls and emails.
 - Advice students about the programs offered, admission procedure, eligibility and costs involved.
 - Provide Support to Marketing Team by Digital Marketing activities like Writing Blogs, Quora post, Facebook & Instagram Promotions etc.

PROJECTS

- 10/2019-10/2020
- ### Internship at GD. Goenka Public School
- I was teaching the students as a part of my curriculum internship and handled end to end class queries.
Maintained student records.
- 01/2021-04/2021
- ### Internship at Ramagya School
- Teacher of students for economics and english as a part of my internship curriculum and took classes online and provided notes to them as well.

ORGANIZATIONS

- 04/2022-Present
- ### Kcc Institutes
- Admission Counsellor