

Anchal Raghav

Admission Counselor

Contact

Address

Gurugram, Haryana 122102

Phone

9650696744

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Skills

Problem solving ability

Learning ability

Interpersonal Skills

College counseling

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Work History

2024-01 -
Current

Admission counselor

Apeejay Styra University , Gurugram

- Increased enrollment rates by participating in college fairs, open houses, and information sessions.
- Provided exceptional customer service by responding promptly to inquiries from prospective students via phone, email, or social media channels.

2022-05 -
2023-12

Admission counselor

IBMR GROUP OF INSTITUTIONS

- To make calls and give information about the courses offer by college, handling mails, managing google sheets.
- Handled inquiries from prospective students to provide detailed information regarding admissions process.

2020-09 -
2022-04

CCE

Infinity-e-services, Gurugram

- Provided exceptional customer service by responding promptly to inquiries from prospective customers via phone, email, or social media channels.

Education

2018-01

10th

Vivek Bharti Sr. Sec. School

- Percentage: 82%
- Board: HBSE Bhiwani

2019-01

12th

Govt. Girls Sr. Sec. School

- Percentage: 91%
- Board: HBSE Bhiwani

2022-01

B.A program

Sri Aurobindo college (Day), Delhi University

Percentage: 6.485

Personal Information

- Date of Birth: 08/02/01
- Gender: Female
- Nationality: Indian
- Marital Status: Single

Disclaimer

I Hereby declare that all the information mentioned above is true to the best of my knowledge.