

# DIKSHA VERMA



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📍 Alpha 2 , Greater Noida

## 🚀 SKILLS

Communication, Relationship Building

Presentations ,Typing

Proficient in Computer Applications

Team work , Work under pressure

Critical , Analytical Thinking & Problem Solving

## ❤️ INTERESTS

Learning, Reading

Exploring , Gaining knowledge

Watching podcasts

## 📖 LANGUAGES

English

Hindi

## 🎯 OBJECTIVE

Dedicated and enthusiastic result oriented individual with a passion for learning , using my skills & knowledge for mutual growth. Proven ability to work efficiently under pressure & meet tight deadlines. Adept at collaborating with diverse teams & individually driving projects to completion.

## 📁 EXPERIENCE

**Education Counsellor** May 2023 - Till Date  
ADA Tech Solution Pvt. Ltd. (Bennett University - The Times Group)

I am here to provide career guidance and counselling to the students pursuing fields namely engineering, management, media, law, liberal arts etc to help them achieve their desired educational goals. This also involves effectively communicating with the students and their parents to provide comprehensive information about the university campus.

My role also involves streamlining the admission process where I have managed the intake of approximately 1000s of application forms per admission cycle.

Successfully mentored and trained the counsellors for the 2024 admissions cycle and proudly overachieved the team applications target by 11 percent.

## 🎓 EDUCATION

**Electronics and Communication Engineering** 2013 - 2017  
Greater Noida Institute of Technology (AKTU University)  
71.5 %

**Intermediate in Science (PCM)** 2010 - 2012  
St Dominic's School, Mathura  
56 %

**Matriculation** 2009-2010  
St Paul's School, Gwalior  
79.8 %