

ISHA

UU-92,B PITAMPURA, DELHI -34

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To be a part of the challenging team which strives for the better growth of the organization and which explores my potential and provides me with the opportunity to enhance my talent with an intention to be an asset to the company.

EXPERIENCE

SEP 2011– AUG 2015

ADMISSION COUNSELOR, CHANAKYA IAS ACADEMY

- Handling enquiries and lead generated through various sources viz. webinars, seminars, online campaigns, data base etc.
- Handling online academic & career counselling for perspective learners and their parents through telephone.
- Responsible for handholding prospective students and guiding them through the entire admission process.
- Responsible for getting online admission form filled and collecting soft copies of relevant documents.
- Responsible for collecting complete admission amount.
- Handling MIS system and sharing reports on time.
- Responsible for achieving individual admission.
- Handling walk-in enquiries.
- Providing them all the information regarding the course and the admission procedure.
- Following them up for the admission and getting it done.

SEP 2015 – JAN 2022

ADMISSION COUNSELOR CUM ACADEMIC MANAGER, CHANAKYA IAS ACADEMY

- Apart from the above-mentioned role of Admission counselor, responsibilities of an academic manager were as-
- Preparing Weekly Schedules of the classes of different Batches.
- Informing students about their schedules, subjects and faculty.
- Informing the faculties about their respective classes and getting faculty declaration.
- Arranging bi-monthly tests for the students.
- Arranging Problem solving Sessions.
- Handling queries of the students regarding academics.
- Conducting test series separately for the preliminary and the mains examination.

MARCH 2022 TILL NOW

ADMIN CUM HR EXECUTIVE, ONLINE WORLD SOLUTION

Administrative Responsibilities:

- Managing office supplies and ensuring smooth office operations.

- Coordinating meetings, appointments, and travel arrangements.
- Handling correspondence, filing, and documentation.
- Managing office budgets and expenses.
- Overseeing office maintenance and cleanliness.

Human Resources Responsibilities:

- Assisting with recruitment processes, including job postings, screening, and interviewing.
- Onboarding new employees and managing orientation programs.
- Maintaining employee records and handling HR documentation.
- Supporting employee engagement initiatives and handling grievances.

EDUCATION

CBSE, 2005

10TH, GOVT. GIRLS. SR. SEC. SCHOOL

CBSE, 2007 YEAR

12TH, GOVT. GIRLS. SR. SEC. SCHOOL

DEC 2012

B.COM, DELHI UNIVERSITY

MAY 2015

PGDM IN FINANCE, IMT GHAZIABAD

PURSUING **HRM CERTIFICATE COURSE** FROM, UDEMY

SKILLS

- COMPUTER SKILL
- ACTIVE LISTENING SKILL
- PROBLEM SOLVING SKILL
- MANAGEMENT SKILL
- TIME MANAGEMENT SKILL
- TEAMWORK SKILL

ACTIVITIES

- Listening to music
- Reading Books
- Travelling

PERSONAL DETAILS

Date of Birth: 18-01-1990

Marital Status: Married

Language Known: Hindi, English

Signature:

Date:

Place: