

Abeer Daanish

Administration Support and Counselor Support



0 Year 4 Months



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Profile Summary



Education

PG Diploma, 2024

Indian institute of skill development
training

B.B.A/ B.M.S, 2024

Jagan Institute of Management Studies (JIMS)

12th, 2019

CBSE, English

10th, 2017

CBSE, English



Work Experience

Apr 2024 - Present

Administration Support and Counselor Support
International Schooling

- Interacted with incoming clients to address inquiries about the school.

- Compelled potential clients to convert as leads through effective communication and persuasive skills.

- Successfully handled incoming student/parent communication, addressing and resolving queries.



Internship

30 Days

Data Visualization



Key skills

- Flexible
- Computer Skills
- Communication Skills
- SQL
- Chat Process
- Administrative Assistance
- Admission Counselling
- MS Office
- Work Management



Personal Information

City **New Delhi**

Country **INDIA**



Languages

- English
- Hindi



Social links

[https://youtube.com/@abeerdaanish?
si=lrJ-iG5BRfLjDJWW](https://youtube.com/@abeerdaanish?si=lrJ-iG5BRfLjDJWW)

Tata Consultancy Services (TCS)

31 Days

Customer support

Red Bull



Certification

- TCS ION Career Edge - Young Professional
- Born On Instagram - Creator Course
- Dubai Future Foundations
- Lean Six Sigma
- The Fundamentals Of Digital Marketing
- Master ChatGPT
- The Complete SQL Course
- Recruiting: Talent Acquisition & Hiring (Version 2)