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| Summary |

I am Motivated and well qualified Student Counselor who works closely with students as a supportive advisor through the challenges of an educational environment. Adept at managing a complex student caseload and providing high-quality academic social and emotional support for struggling students. Specializes in the supervision of student placement services as well as course exemption and adjustments for students with disabilities or individualized education plans.

### Work Experience

* **Presently working in Global Reach as a multi country counselor joined on 3rd April 2019**

**Accountabilities:**

* + - Specialized in UK region along with Australia , New Zealand, Germany, Ireland & Dubai
    - Managed an average caseload of 40 incoming freshmen students.
    - Preparing profile of the student in the system. And suggesting Universities according to the requirement of the students.
    - Guiding them in their SOP’s.
    - Helping them in securing Offer Letter & also deferment if required.
    - Fund management according to requirements of countries.
    - Processing their VISA.

**Certifications**

* + - UK Certification from British Council.
    - NZ Certified Counselor.
    - Period: From 13th Sept 2017 to 31st October 2018 worked as a nursey teacher in Maple bear
    - Period: 1st November 2018 to 31st March 2019 worked as an EVS teacher in New Green Field School
    - Period: From 20th February 2017 to 4th July 2017
    - Working as a kg mother teacher in Narayana e techno school, Yelahanka Bangalore
    - Period: From 29th February,2016 to 31st October,2016
    - Working as a Nursery as well as Pre-Nursery Teacher in Gurukul preschool and Day Care, Sarita Vihar, New Delhi.
    - Period: From 22nd April 2014 to 7th September,2015
    - Worked as a Nursery Teacher in Manava Bharati India International School, New Delhi.
    - Undertaken Teaching Projects towards completion of NTT Course in various Schools as contained below.
    - Period: From 1st April 2010 to 31st March 2012
    - Worked as Instructor for Nursery classes in Nav Jyoti Public School, Hari Enclave, Karan Vihar, Sultan Puri-110086)

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| **Education/Professional/Computer Qualifications** |

* + - Passed Sr. Secondary from C.B.S.E (2008) - (Marks obtained-65%)
    - Graduated(B.COM) from Delhi University (2012)
    - Completed Diploma course in Office Management & Computer Application from South Delhi Polytechnic for Women, Lajpat Nagar, New Delhi (2010)-(Marks obtained-80%).
    - Completed NTT from Manav Bharati India International School(SCERT)(2014) with 73%
    - Taken Montessori teacher training from Gurukul preschool day care

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| **Teaching Projects Undertaken** |

Undertaken Teaching Projects in the Schools

* + - IIT CAMPUS
    - KIDWAI NAGAR(GOVT. SCHOOL)
    - MANAVA BHARTI

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| **Strengths** |

* + - Proven student management skill.
    - Strong analytical and logical reasoning to motivate the children.
    - Effective communication & interpersonal skills

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| **Computer Skills** |

## Familiar with MS Office.

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| **PERSONAL DETAILS** |

Date of Birth : 23rd January 1991.

Permanent Address : E – 784, 2nd Floor Chittranjan Park, New Delhi - 19

Husband Name : Prodyut Paul

Languages Known : English, Bengali, Hindi

Marital Status : Married

**DECLARATION**

I hereby declare that the information and details of my qualification stated above is true to the best of my knowledge. In the event of employment, I understand that false and misleading information given by me may result in my discharge.

**DATE:**

**PLACE: -------------------------------------------**

**SIGNATURE**