**ANIKA JAIN**

**Mobile:** (+91) 9953037231 **E-Mail:** anikajain1@outlook.com

To attain excellence in the professional world by gaining experience and exposure and help the company grow in whatever way I can through hard work and determination.

**Summary of Skills**

• Confident, time management capability.

• Can work efficiently in a group as well as an individual.

• Conceptually strong with an innovative, detail-oriented and analytical approach to the work.

• Self-motivated, hardworking and goal-oriented with a high degree of flexibility, creativity and commitment.

• Extensive knowledge of educational counselling techniques and mannerism

• Strong communication and presentation skills

• Well-Organized, patient, and flexible in nature

• A goal-oriented professional with emphasis on accuracy and responsibilities

• Ability to work with faculties and help students in their academic pursuit

• Skilled in drafting, maintaining, and updating documents necessary for admission procedures

• Capability of managing uncertainties responsibly without compromising on the goals

• Application Software: MS Office

• Well exposed to general Business Principles, Organizational Behavior and Case Studies.

**Academia**

• Bachelor's Degree in Business Administration from Hierank Business School, Noida passed in 2011.

• Completed 12th from Dewan Public School, Meerut in 2008.

• Completed 10th from Dewan Public School, Meerut in 2006.

**Professional Experience**

• Worked as a Branch Manager/ Counselor at Morling Global Pvt. Ltd. from December 05, 2015- March 31, 2020.

• Worked as a Senior Executive Study Abroad Counsellor, Content Operations at Shiksha.com (Info Edge India Ltd.) from February 12, 2015-December 04, 2015.

• Worked as an Associate Senior Executive Direct Sales at Shiksha.com (Info Edge India Ltd.) from September 23, 2013-May 30, 2014.

• Worked as a Sales Executive at Homeshop 18 from February 13, 2013-August 31, 2013.

• Worked as HR Recruiter at Saral Infotech Solutions from January 01, 2011-April 30, 2012.

**Job Profile in Morling Global Pvt. Ltd. as a Branch Manager:**

* Generating leads and walk-ins through Job portals, references.
* Facilitate enrolments by counseling the inquiries acquired through Institute’s online portal & campus drives.
* Counsel students regarding various courses offered at the Institution, class scheduling and career planning.
* Maintain records and reports.
* Coordinate operations at the center.
* Daily MIS and reporting.
* HR Recruiting.
* Content Writing.
* Placement Handling.
* Digital Marketing.

**Job Profile in Shiksha.com as a Study Abroad Counsellor:**

• Receive student details from the enterprise account of university and judge the suitability of the candidate for the course and university of his/her choice.

• Keep the Students updated about the changes in the admission regulations and important dates.

• Liaise with the visa counsellor to prepare the set of original documents and submit them to the visa office.

• Ensure admission and visa procedures along with accommodation.

• Interact with university delegates to build up healthy relations with everyone

• Guide students in selecting an appropriate study abroad program, consistent with academic requirements and objectives and plan of study.

• Advise applicants regarding eligibility for a variety of study abroad programs.

• Produce written materials regarding policies and procedures, program descriptions, financial aid, credit transfer, and academic considerations.

• Collect, catalogue, update, and distribute information regarding study abroad programs.

• Conducted workshops on learning goals, student motivation, and learning activities.

• Attended monthly meetings through teleconferencing with University Representatives.

• Made arrangements for students to be gone from the University, in such areas as university registration, housing, financial aid, and payment of fees.

• Served as a resource to students, parents, the University community, and others regarding study abroad programs, policies, and procedures.

• Stay updated about the various study abroad programs offered by universities and uses the knowledge in helping students.

• Arrange for telephonic interviews and group discussion through Skype and Teleconferencing.

• Guiding in the application forms and supporting documents from students and checked the forms for accuracy, completeness and authenticity of information.

• Verify application forms before submission to the University for Evaluation, and kept track of the admission evaluation process to know the status.

• Informed students about the university's decision of accepting or rejecting their applications.

• Acquired admission letters and visa letters from the universities to complete the visa application process.

**EXTRA CURRICULAR ACTIVITIES**

• Participated in many extra-curricular activities at school like dance, story writing, debates etc. and won prizes in many of them.

• Hosted varied events for the college festival.

**PERSONAL DETAILS**

Date of Birth : 15th December 1990

Husband’s Name : Mr. Sarthak Jain

Permanent Address : A-4, Plot-66, Gyan Khand 1, Indirapuram, Ghaziabad, 201010

References : Available on request