**Neha aswal**

H.No 17 Haripur, Navada

Dehradun, Uttrakhand, 248005

9927307691

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| **Work Experience** | **Tansen Sangeet Mahavidyalaya, Dehradun,** UttrakhandCenter Manager, February 2nd, 2018 - Present* Understanding the institution’s rules for the release of student information to faculty,
* parents, students, etc.
* Monitor student registration activities and recommend them the solutions for their
* academic difficulties.
* Maintain systematic and frequent contact with advisees.
* Maintain accurate records in manual way as well as electronically.
* Handle the security, operational and financial matters at the center.
* Manages all the activities at the center.
* Expertise in consulting and providing the best possible solution.

**Meritnation.com (Venture Group Of Naukari.com), New Delhi**Sr Education Counselor, July 15th, 2015 – August 15th,2017* 2 years of experience as Sr.Education Counsellor.
* Experience in public relationship and maintaining academic records.
* Expertise in marketing the products and converting the walk-ins into leads.
* First hand information about the education industry.
* Strong interpersonal skill.
* Advising students about academic requirements and selection process.
* Explaining information on institutional policies and procedures.

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| **Education** | **Institute Of management Studies,** Dehradun, UttrakhandBachelors in Computer Application, Jun 2013 **Govt.Girls Sr.Sec.School (Delhi)**Completed coursework towards Senior Secondary School**Govt.Girls Sr.Sec.School (Delhi)**Completed coursework towards High School Diploma  |
| **Additional Skills** | * A skilled and versatile person with positive attitude and approach of working and growth
* Adaptive and Hard worker
* Good Communication and presentation skill
* Enthusiastic and self-motivated.
* Coachable and willing to get trained and develop necessary skills

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