**Neha aswal**

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| **Work Experience** | **Tansen Sangeet Mahavidyalaya, Dehradun,** Uttrakhand  Center 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. |
| **Education** | **Institute Of management Studies,** Dehradun, Uttrakhand  Bachelors 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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