

# ANTARA BORAH

## CONTACT

SOUTH EXTENSION-1, NEW  
DELHI 110049  
9560888646  
ANTARA.BORAH@GMAIL.COM

## PROFILE

Recent International Relations graduate with a year of experience in research, management and client services. I have a proactive attitude and find positive ways to stimulate and engage with people. Extremely keen on experiencing new fields and expanding my knowledge base.

## SKILLS

- Customer Relationship Management
- Microsoft excel
- Microsoft Word
- Team Management
- Observational
- Diligent Planner
- Detailed Oriented
- Communication Skills

## EXPERIENCE

### ADMISSION COUNSELLOR-DELHI

STUDY SMART OVERSEAS EDUCATION- MAR21-PRESENT

- Maintain regular communication with students for coordinating admission activities and resolving problems.
- Planning, forecasting and analysing market demands and student trends.
- Managing client expectations and ensuring high levels of customer satisfaction while achieving business targets

### ASSISTANT-GUWAHATI

SMART SERVICE AGENCY-SEP 2020-NOV 2020

- Undertake verification checks of documents lodged by visa applicants
- -Answer client inquires including calls and emails
- Asses basic Visa application criteria

### RESEARCH INTERN-DELHI

CENTRE FOR POLICY ANALYSIS | MAY 2019 - JUNE 2019

- Undertook primary level data collection in project sites.
- Drafting research reports-both qualitative and quantitative

## EDUCATION

### BACHELOR OF ARTS, MAJOR IN HISTORY

UNIVERSITY OF DELHI | 2015 - 2018

CGPA-6.9

### MASTERS IN INTERNATIONAL RELATIONS

UNIVERSITY OF GLASGOW 2020

## VOLUNTEER

### AIESEC- GLASGOW

EXCHANGE PARTICIPANT MANAGER

-CUSTOMER MANAGEMENT

-ASSIST MARKETING TEAM WITH PROMOTIONAL ACTIVITIES

### BECOMINGI FOUNDATION-DELHI

EDUCATOR

- FORMULATING INNOVATIVE CLASS PLANS ON RELEVANT ISSUES TO EMPOWER CHILDREN TO UNDERSTAND NEW CONCEPTS USING CREATIVE METHODS.