**Nelofar**

A highly motivated, self-starter, experienced professional with skills in counseling, public relationship- building and management.

**PROFESSIONAL EXPERIENCE:**

**Seven Seas Edutech Pvt ltd Jan 2016 to till date**

* Counseling students for UK, Ireland,New Zealand, USA ,Canada and Switzerland. Actively participating in the education fairs and seminars.
* Provides individual and group counseling and visa guidance including guiding and counseling students through the development of personal, social, educational, and career plans.

* Assists students in selecting programs of study to enhance career planning and follow-up services for students. Provides University information and visa services for students, parents/guardians.
* Co-coordinating with University visits and student’s interviews and applications status.
* Marketing & promoting the represented UK ,Ireland, New Zealand,USA Canada and Switzerland institutions.
* Maintaining comprehensive records and reports of all students for admission and visa
* Provide weekly progress reports on student counseling, enquiry follow-ups, and application filing and student responses
* Planning, initiating and organizing successful University spot admissions and provide report on each University visits.

**Study Smart Overseas Education, New Delhi**

**Worked as Senior Counselor Jan 2015 to Aug 2015**

* Counseling students for UK and Ireland. Actively participating in the education fairs and seminars.
* Provides individual and group counseling and visa guidance including guiding and counseling students through the development of personal, social, educational, and career plans.

* Assists students in selecting programs of study to enhance career planning and follow-up services for students. Provides University information and visa services for students, parents/guardians.
* Co-coordinating with University visits and student’s interviews and applications status.
* Marketing & promoting the represented UK & Ireland institutions.
* Maintaining comprehensive records and reports of all students for admission and visa
* Provide weekly progress reports on student counseling, enquiry follow-ups, and application filing and student responses
* Planning, initiating and organizing successful University spot admissions and provide report on each University visits.
* Interacting with the students to help them to choose their subjects and international universities. Writing the SOPs for the students. Arranging and proofing the documents for admission and Student Visa
* Visa Filing

1. **Education Link, New Delhi**

**Working as Counselor Jan 2013 to Dec 2014**

* Counseling students for UK and Ireland. Actively participating in the education fairs and seminars.
* Provides individual and group counseling and visa guidance including guiding and counseling students through the development of personal, social, educational, and career plans.
* Assists students in selecting programs of study to enhance career planning and follow-up services for students. Provides University information and visa services for students, parents/guardians.
* Co-coordinating with University visits and student’s interviews and applications status.
* Marketing & promoting the represented UK & Ireland institutions.
* Maintaining comprehensive records and reports of all students for admission and visa
* Provide weekly progress reports on student counseling, enquiry follow-ups, and application filing and student responses
* Planning, initiating and organizing successful University spot admissions and provide report on each University visits.
* Interacting with the students to help them to choose their subjects and international universities. Writing the SOPs for the students. Arranging and proofing the documents for admission and Student Visa

1. **Vanguard Human resources**

**Designation: - Hr executive Cum Recruiter March 2011 – August 2012**

* It is a Leading placement and staffing consultancy. Its strong team has been able to build a strong reputation for itself by providing timely and quality recruitment solutions in the IT Sector.
* Successfully involved in End to End Recruitment Life cycle process.
* Expertise working on Job portals like Monster, Naukri and Times job, Internal Database and References etc,
* Experience on Posting Job Advertisings.
* Understanding the requirement completely before proceeding.
* Sending the best resources profile to the clients.
* Follow up on the short listing candidates,
* Follow up with clients and candidates subsequently till the candidates completes all the rounds and joining the company thus ensuring satisfaction of both the candidate and the client.
* Negotiating the joining date and Offer Letter

**EDUCATION QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **Examination Passed** | **Year Of Passing** | **Name of School/University** |
| Master’s Degree (English) | 2011 | Anna Malai University |
| Bachelor’s Degree (Pass course) | 2008 | Delhi University |
| Sr.School Certificate | 2004 | DKS |
| Secondary | 2002 | DKS |

**SPECIAL MENTION:**

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1. Good Communication Skill.
2. Good Convincing Skill.
3. Computer and Internet surfing knowledge.

**PERSONAL DETAILS:**

**Fluent in :** English, Hindi and Urdu

**Marital Status :** Single

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