

## SR. COUNSELLOR WITH 8 MONTHS OF EXPERIENCE

**KAJAL**

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6203454597



## CAREER OBJECTIVE

To work with a leading organisation and to use my analytical thinking to the best of my ability combined with perseverance, so as to contribute in organisations growth and goal and as well as to attain my professional goals.

## SKILLS

**Proficient in Customer Relationship management software (CRM)**

**Communication**

**Adaptability**

**Interpersonal skills**

**Proficient at client retention**

**Quick learner**

## EXPERIENCE

Nov-2018 - May-2019 **Smartprep Education pvt Ltd(Learning center of Balaji Telefilms)**

Sr. Counsellor

Achieving the Target of Sales  
Maintaining the Daily Basis Report of CRM software i.e Customer Relationship Management  
Interaction with parents and students  
Customer satisfaction  
Handling the center in difficulties

From: Jan-2015

**Teaching at P.D Public School**

Biology Teacher

Served as Assistant Teacher of Biology for senior secondary school

Nov-2015 - May-2016

**Teaching at Sri krishna niketan school**

Assistant Teacher

Served as Assistant Teacher of Biology for secondary school

## EDUCATION

Degree/Course	Institute/ College	University/ Board	Percentage/ CGPA	Year of Passing
M.Sc	Ranchi womens college	Ranchi University	66% %	2018
B.Sc Zoology	B.S.M College	NPU, mediningagar	62.8% %	2016
Intermediate	B.S.M inter college	JAC Board	58.2 %	2013

Matriculation	D.A.V cent. Public school	CBSE	7.4	2011
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## **STRENGTHS**

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Never fail to improve myself because i believe that there's a better tomorrow waiting for me.

## **AREAS OF INTERESTS**

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Corporate Affairs, Business Roles

## **PERSONAL DETAILS**

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Address H.no 24 Jia sarai Hauz khas  
New Delhi, Delhi, 110016

Date of Birth 10/06/1994

Gender Female

Nationality Indian

Marital Status Single

Languages Known Fluent with English and Hindi

## **DECLARATION**

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I hereby declare that all the details furnished here are true to the best of my knowledge and belief.

KAJAL