

SHUBHAKAR KR. JHA

Senior Counsellor

Tel : 9958179809
Email : krnjh53@gmail.com

Key Skill:

- Adept in Technology
- Verbal & Written Communication.
- Energetic, determined, foresighted and self motivated.
- Have leadership skill to pro influence surroundings.
- Strategic Planning & Time Management.

WORK EXPERIENCE

(NIIMS) – Senior Counsellor

“ 10 April 2021 to Till Now ”

Work & Responsibilities

- ✚ Counsel students regarding educational course and program selection and admission. .
- ✚ Clarifying doubts of students.
- ✚ Follow-ups for admissions, fees collections, follow-ups for fees, Student feedback, batch assigning.
- ✚ Inbound/Outbound call.
- ✚ Maintaining Statistical & Financial Records.

MOBISHAALA EDUTECH PRIVATE LIMITED (SAKET BRANCH) – Senior Counsellor

“ 7 July 2020 to JANUARY 2021 ”

Work & Responsibilities

- ✚ Responsibility of running Branch successfully.
- ✚ Promoting and Marketing the business.
- ✚ Preparing and monitoring budget.
- ✚ Provide guidance to students on academic goals and educational issues.
- ✚ Encouraging and fostering positive relationships with staff & students.
- ✚ Taking responsibility for textbooks and stationery requirements.
- ✚ Cold Calling on the Given Data.
- ✚ Dealing with enquiries & complaints.
- ✚ Being proactive in conflict resolution.

VIDYA GURU EDUCATION PVT. LTD. –Centre Manager

“ JAN 2017 to MARCH 2020 ”

Work & Responsibilities

- ✚ Responsibility of running branch successfully. Managing budget.
- ✚ Recruiting, training and Supervising staff.
- ✚ Maintaining Statistical & Financial Records.
- ✚ Promoting and Marketing the business.
- ✚ Maintain Customer Service Standards.
- ✚ Dealing with enquiries, complaints & emergencies.
- ✚ Counselling of students.
- ✚ Maximize the profit of branch by increasing the number of students. Arrangement of Batch Scheduling.

CA EXCELLENT ACADEMY – Relationship Manager

“ JANUARY 2015 to DECEMBER 2016 ”

Work & Responsibilities

- ✚ Building positive relationships with students.
- ✚ Arrangements of Seminars.
- ✚ Generate Lead for branch & Follow up.
- ✚ Arrangement of Mock Tests for CA, CS & CMA students.
- ✚ Counselling of Students.
- ✚ Maximize the profit of branch by increasing the number of students.
- ✚ Arrangement of Batch Scheduling.
- ✚ Responsibility of running branch successfully.

EDUCATION

S.NO	QUALIFICATION	SPECIALIZATION	BOARD/UNIV	YEAR
1	B.COM	ACCOUNT	V.B.University Hazaribagh	2015
2	Intermediate (12 TH)	COMMERCE	V.B.University Hazaribagh	2007
3	High School(10 TH)	SCIENCE /MATHS	CH+2 High School Jhumri Telaiya	2005

COMPUTER SKILLS

BASIC KNOWLEDGE OF MS OFFICE .

KNOWLEDGE OF INTERNET APPLICATIONS

LANGUAGE

Hindi ,English & Maithili

PERSONAL DETAILS

Father Name: LT. Girish Chandra Jha
 DOB: 15th June 1990
 Address : B-19, 3rd Floor Guru Ram Das Nagar , Laxmi Nagar, New Delhi-110092
 Nationality: Indian
 Marital Status: Unmarried
 Sex: Male

Date :

SHUBHAKAR KUMAR JHA