

# SAKSHI PANWAR



## Contact

**Address:**

Vill- Jeetpur, Post-Sakoti, Dist- Meerut, Uttar Pradesh 250223

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**Father's Name:**

Mr. Sunil Kumar

## Skill Highlights

- Strong Organizational & Time Management abilities.
- Ability to work in a fast paced environment & meet deadlines.
- Excellent Communication, Interpersonal & Public Speaking Skills
- Proficient in MS Office & CRM System.
- Knowledge of Admission Policies, Procedures & Regulations.
- Strong Commitment to diversity Equity & Inclusion.

## Languages

- English
- Hindi

## Hobbies

- Listening music.
- Reading Books
- Cooking.

## CAREER OBJECTIVE

To work in a collaborative & inclusive environment, using my knowledge of admissions & to secure a role as an admission counsellor where I can use my expertise in student recruitment and to learn & grow simultaneously within the organization.

## Experience

**Mahaveer University:-** (Currently working at Mahaveer University as an Assistant Manager-Admissions)

- Creating promotional materials, such as Brochures, social media content, to attract prospective students.
- Built strong relationship with the students, parents and college administrators to facilitate successful college placements.
- Identifying and implementing effective methods to attract diverse and qualified candidates.
- Working closely with the PhD department and other campus offices to ensure the smooth transition for admitted students.
- Keeping accurate and up-to-date records of students interaction, application, and admission decision.
- Interacting and coordinating with student.

**Shri Venkateshwara University:-** (Working as an Admission Counselor, Meerut 07/2022 till 01/2024)

- Counselling students regarding admissions requirement & academic programs.
- Conducted group presentation and individual meetings to effectively communicate admission process and procedures.
- Closely worked with PhD
- Review applications transcripts and test scores to determine admission and eligibility.

**PIBM Institute,** Working as an Admission Counselor for 10 months

- Up sales of MBA program
- Converting Leads as admission.
- File maintenance and fee collection.

## Education

- Pursuing MBA from IIMT University Meerut
- BCA from Chaudhary Charan Singh University with 76% marks.
- Intermediate from C.B.S.E Board with 74% marks
- High School from C.B.S.E Board with 82% marks

## Training Work

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- 6 Month training program from **Delhi Institute of Digital Marketing(DIDM)**.
  - Trained in SEO, Knowledge in keywords.
  - Trained in E-mail marketing, pay per click training.
  - Identify trends, Hubspot to automate marketing campaigns.
- 2 years post graduate certification program in Japanese language from **IGNU**.

## Computer Proficiency

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- MS Office.
- Core Programming knowledge
- **(C,C++)**

**DATE:**

**PLACE:**

**(SAKSHI PANWAR)**