**Rachna Saini**

[**rachnasaini07860@gmail.com**](mailto:rachnasaini07860@gmail.com)**|+919911696300,+918375897708|DelhiNCR**

**Career Objective**

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level ADMISSION COUNSELOR position. Ready to help team achieve company goals.

**Admissions Counselor H.L.M. Group of Institution**

**Ghaziabad – Feb 2023 - Current**

* Advise student for prospective courses.
* Spread awareness of admission openings.
* Educate student on scholarship.
* Profile analysis and offering suggestions (courses).

**Admissions Counselor I.T.S. Dental College**

**Gr.Noida - May 2022 – Jan 2023**

* Explained institution's fee structure, amenities, courses offered and facilities to prospective students and parents.
* Attended and scheduled the visits for visitors for campus.
* Managed student data and conduct orientation programme.
* Handled the admission related queries through calls and emails.
* Build a good relationship with student and parents to get the reference in future.
* Assessed student interests and skills and provided strategic information about pursuing suitable courses.
* Took regular follow up from qualified and interested candidates.
* Reviewed admissions applications and evaluated student credentials.
* Identified and addressed concerns of incoming students and parents.
* Maintained positive relationships with students, faculty, alumni and administration.

**Sales Executives Radisson Blu Hotel**

**Ghaziabad - November 2017 - October 2018**

* Gathered and delivered the appropriate information about the product to the guests
* Maintained the healthy and long term relationship with the existing and new guest.
* Explained the product details to people for generating the revenue.
* Handled the guests complaints and queries.
* Taking the feedback from the guest to improve the services.

**Sales Associate| Jass Infotech**

**Noida - November 2013 - July 2015**

* Grabbed the new sales opportunities through cold calling and networking.
* Aimed to achieve monthly and annual targets.
* Build positive relationship with new customers and distributors
* Maintained positive business relationship to ensure future sales
* Used negotiation and communication skills to sell and brief about the services that helped in maximizing the profit**.**

**Achievements-**

* Wonmedalsandawardsindifferentculturalactivitiesheldincollegefest.
* Activelyparticipatedinvarioussportsactivitiesatschoolandcollegelevel.
* ReceivedappreciationletterinDebateCompetitionorganizedby“InstituteofProductivityManagement”,Meerut.
* ReceivedappreciationcertificatefromHindustanCoca-Cola BeveragePvt.LtdandBharatElectronicsLtd.45days.
* summertrainingonprojectreport“TrainingandDevelopment”&“EvaluationofTrainingEffectiveness”.
* Successfullycompleted2monthcomputerapplicationcourse.
* ReceivedappreciationcertificationofJobFairconductedbyNIET.

**Education-**

**MBA(HR& MARKETING)| N.I.E.T. Gr.Noida |UPTU July’11–Aug‘13**

**BBA(HRandMARKETING) | I.H.M.S. Kotdwara |HNBU Aug’08 –Aug‘11**

**Skills-**

* Communication
* Leadership
* Team work
* Interpersonal Communication
* Problem Solving
* Decision Making

**Personal Details-**

DOB- 13.12.1990

Gender-Female

Marital Status- Unmarried

Residential Address- Vaishali,Ghaziabad

Language Known- Hindi,English