

SHUBHAM SHARMA

Contact

Address:

Lucknow Uttar Pradesh
INDIA

Phone:

+91 7525011183

Email:

mrshubhamsharma111@gmail.
com

Passport no: P9752001

Languages

English
Hindi
Punjabi
Spanish

objective

A challenging job with an opportunities to rise & grow In a position that offers responsibility and conduct for development of personality I wish to have long term mutually beneficial relationship with an organization where I can learn as well as contribute my service.

Skill Highlights

- Quick learner
- Strong decision maker
- Complex problem solver
- Convincing Ability
- Good communication skill
- Analytical skills
- Belive in Teamwork

Experience

Overseas Counsellor/ Administrator (International)

Collegeconnect study abroad- Aug 2024 working

Taking care of admission, coordinate with candidates, LOR, mange take follow up on leads, attend University fairs

- Counsel the Students for IELTS, SAT and Abroad Studies.
- Work with University partner like Coursefinder, Si-UK, Shorelight, Kaplan, UCOL, Applyboard, Into portal
- **US Visa** DS160, visa slot booking, i20, **UK Visa**, **VFS booking**
Canada Visa.

Achievements- Successfully counseled over 200+ students.

Achieved 50+ visa approval, Built partnerships with 20+ international universities, Streamlined SOP and application review processes.

English Trainer

- Cooperate with clients to improve communication skills, boost self- confidence,groom personality.
- Develop thinking, clear concepts and motivate them.
- Get the chance to Work with senior trainers, professors, teaching staff to solve the complex problems.

Education

(M.A) Masterof Art in English: **Dr Shakuntala Mishra National University, lucknow-** 2019

Certifications

CCC, ADCA-Ms Excel, word, power point, Editing, HTML ,
Photoshop, Open AI, **PMS** Software
Accounting **TALLY** erp9

Extra curricular

- Winner of group discussion Debates
- Volunteer for orphanage home, awareness program in NSS