

Curriculum Vitae

Shubham Saurav

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Professional Summary

Expert knowledge in marketing along with getting school and tuition seminar. Also, takes care of student counselling about various course, students & parents doubt clarifications & form fillings

Skills

Microsoft Word, MS Excel, & Internet related work.

Work History

Course Counsellor (3 Yr.)
Sri Chaitanya - Vikaspuri (New Delhi)

From Feb' 2016 to Aug 2020

Sales & Marketing (8 Month Exp.)
GAAP Institute- Vikaspuri (New Delhi)

From May' 2015 to Jan'2016

Role and Key Responsibilities in Smart Prep Education Pvt. Ltd.

- Handling Marketing and their related issue and query.
- Visit School & Feeder Center for seminar.
- Collecting data from seminar.
- Collecting data from school & coaching.
- Handling student's queries to reach their potential.
- Providing study material to student.
- Manage admission of student in Smart prep
- Maintaining the daily operation of office.
- Collecting money by home visit of student for admission.
- Maintaining faculty record.
- Maintaining Attendance of the students.
- Informing students about class updates.
- Bulk SMS about university updates to candidates.
- Handling bank operations.

Education

- | | |
|---|------|
| 1. B.A(Hons.) (History)
B N Mandal University Madhepura- Bihar | 2014 |
| • 64% Marks | |
| 1. 12th : Science (Mathematics)
Bihar Intermediate Council (Bihar) | 2010 |
| • 62% Marks | |
| 1. 10th
Bihar Board (Bihar) | 2006 |
| • 69.99% Marks | |

Strength.

1. Decision making ability
2. Hardworking
3. Punctual

Personal Profile

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|-------------------|---------------------------|
| 1. Father's Name | : Late. Kishore Kumar Das |
| 2. Date of Birth | : 15-Sep-1990 |
| 3. Marital Status | : Married |
| 4. Gender | : Male |
| 5. Nationality | : Indian |
| 6. Religion | : Hindu |
| 7. Language | : Hindi, English |

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date :

Place : New Delhi

Signature