

IMRANJEET SINGH CHIBBAR

imranjitschibber@gmail.com

+91-9755458133

408-B Block Holkar Apartments, Near Choithram Hospital, Indore

CAREER SUMMARY

- A highly resourceful, approachable professional having 4.5 years as Senior counsellor.
- Expertise in strategic planning.
- Decent ability to promote and persuade the admission seekers.
- Proficient in all rules and policies which are applicable to the job.
- Skilled in briefing the whole procedure to the visitor.
- Excellent conversion rate of visitors in to student.
- Cultivate the strong relationship with the clients.

PERSONALITY TRAITS

- Strong motivational and interpersonal skills.
- Good communication skills in written and verbal both.
- Sound knowledge to present the ideas in front of client.
- Ability to produce quality result in pressure situation.
- Interest in continuous reading and learning new things.

COMPUTER KNOWLEDGE

Good basic knowledge of computer and internet savvy.

KEY RESPONSIBILITY HANDLED

- Meet the candidates and families who seek the admission in institute or come for enquiry.
- Explaining the advantages of the institute and guiding them for future career options.
- Provide support in the procedure of admission.
- Clarify the doubts related to admission and institution.
- Manage the data of visitors and admission on daily basis.

EMPLOYER

Working as Senior counselor in British Centre Of Spoken English from Feb 2015- Present.

Worked as Coordinator in Gyaniji Roadlines from Aug 2012-Dec 2014.

ACADEMIA

B.com (tax).

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

IMRANJEET SINGH CHIBBAR