



SHARAD DUBEY

Position applied for- Counsellor

🎯 Objective

I will fully support my work & skills while making a significant contribution to the success of the institution as a responsible staff.

Professional Experience

3 years' experience as a management in the Gyanda Academy, Gwalior

Academic Qualification's

- 10th from MP Board Bhopal (2011).
- 12th from MP Board Bhopal (2013).
- B. Com from Jiwaji University Gwalior M.P. (2016).

Professional Qualification's

- LL. B from Jiwaji University Gwalior M.P. (2022).
- Local Self Govt. Diploma from Bhopal M.P. (2021).
- PGDCA from Makhanlal Chaturvedi University Bhopal (2020).
- Computer Proficiency Certificate Test CPCT (2023).

Career Experience Profile

- Providing counselling face to face, over the telephone, or online.
- Keeping confidential records.
- Provide basic information to prospective & current students reg. admission process & required documents.
- Enrolls, schedules, refers & transfers students to classes.

Personal Details

- Name : Sharad Dubey
- DOB : 08th Oct.-1994
- Gender : Male
- Marital Status : Single
- Nationality : Indian
- Language know : Hindi, English.
- Address : 301, Rajshree Apartment Indrapuri Bhanwarkua, Indore

📄 Declaration

I hereby affirm the information given in this document is correct to the best of my knowledge.

SHARAD DUBEY

Contact Details

📞 : +91-9926585609

✉ : sharaddubey818@gmail.com

📍 : 301, Rajshree Apartment
Indrapuri, Bhanwarkua, Indore

📖 Highlights: -

- ↳ 3 year's experience as a Management
- ↳ Knowledge of Civil services examination processes

📖 Area of Interest: -

- ↳ Management
- ↳ Teaching

📖 Technical Skills: -

- ↳ MS-Office
- ↳ PowerPoint
- ↳ Typing

📖 Hobbies:-

- ↳ Teaching
- ↳ Reading
- ↳ Cooking

📖 Strengths: -

- ↳ Excellent Leadership
- ↳ Excellent listening & Communication skills
- ↳ Time Management
- ↳ Work independently.
- ↳ Transparency