

ARSHI KHAN

✉ arshuuu000@gmail.com

☎ 8770735027

📍 Permanent address: Chandpole Jaipur,Rajasthan Current location:
Indore,Madhya Pradesh

Greetings,

Myself Arshi khan

Please accept this letter and the enclosed resume as my application for this position.

I understand the importance of building meaningful relationships with students and faculty members. I possess excellent organizational and communication skills, as well as the ability to think critically and problem-solve. I am passionate about helping students realize their potential and reach their educational and career goals. My knowledge of the higher education landscape has proven to be an asset in my work. I found that my problem-solving skills enhanced by working as part of a team and by considering other people's ideas.

I am excited at the prospect of joining the team and look forward to discussing how I can contribute to the success of the institution.

Please contact me 8770735027

Thank you for your attention, and I look forward to hearing from you.

Sincerely

Arshi

Arshi Khan

Profession

- Motivated Academic Advisor with exceptional written and verbal communication skills.
- Successful at guiding students through course registration steps, course selection and academic planning.
- Expertise in goal setting and active listening. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.
- Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.
- Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. Innovative professional with expertise in promoting academic, career and social development programs.
- Possesses excellent communication, problem-solving and organizational skills. Trusted advisor goes extra mile to help individuals succeed.



Work History

2023-04 -
2023-09

Educational Counselor

Prestige Institute Of Global Management , Indore

- Provided support and guidance to students experiencing academic and personal troubles.
- Conducted academic advisement services for students on reoccurring basis to maintain educational progression.
- Consulted with candidates on primary research, data collection, bibliographies and model writing assistance.
- Assessed data gathering methods for validity and reliability purposes.
- Assisted students in selecting courses to align with interests and abilities.



Education

Master of Arts: Political science

Suresh Gyan Vihar University - Jaipur, Rajasthan

- Continuing education in political science

Bachelor of Arts: Political science

IIS University - Jaipur, Rajasthan

- Completed professional development in Political science and public administration



Additional Information

- Experienced Expert Experienced



Contact

Address

Indore IN

Phone

8770735027

E-mail

arshuuuooo@gmail.com



Skills

Fluent English

Communication

Understanding

Critical analysis

Career counseling

Excellent oral and written communication

Administrative abilities

Counseling and therapy

Student records management

Data-driven decision making

Career planning

Academic majors mastery

Team collaboration and leadership