



# Aadya Sharma

Admission Counsellor | Guiding Students Towards Global Academic Success | Open to Roles in EdTech, Student Advisory & International Education

## Contact

### Phone

+91-7814323342

### Email

aadyasharma1234567@gmail.com

### LinkedIn

<http://linkedin.com/in/aadyasharma23>

## Expertise

- Sales & Enrollment Management
- Student Counseling & Career Guidance
- Admissions & Visa Assistance
- Customer Relationship Management (CRM)
- Interpersonal Skills & Communication
- Problem-Solving & Critical Thinking
- Digital Marketing & Data Science
- Time Management &
- Multitasking

## Language

English

Hindi

Punjabi

## Experience

Sep. 2024 - April. 2025

### SKILLCIRCLE

#### Senior Academic Counsellor

guiding students toward suitable career paths in Digital Marketing and Data Science. I assessed educational backgrounds, offered tailored course recommendations, and explained program details, learning outcomes, and career prospects. I managed student inquiries through calls, emails, and social media, maintaining consistent follow-ups and lead tracking through CRM tools. I coordinated with internal teams to ensure smooth onboarding, addressed post-enrollment concerns, and supported students throughout their learning journey. My role also involved nurturing long-term relationships to drive referrals and enhance the overall student experience.

Sep. 2023 - Sept. 2024

### Canam Consultant

#### Assistant Advisor International Education- CANADA

supported students aspiring to study abroad, primarily focusing on Canada. I assisted in evaluating academic profiles and guiding students toward suitable programs and institutions based on their goals and eligibility. My responsibilities included providing accurate information on courses, admission processes, and visa documentation, as well as maintaining regular communication through calls, emails, and in-person consultations. I coordinated with senior advisors and backend teams to ensure smooth application processing and offered post-admission support to enhance the student experience.

May. 2023 - Sep. 2023

### Can Visa

#### Tourist Visa Counsellor

assisting clients with end-to-end guidance for obtaining tourist visas for various countries. My responsibilities included understanding individual travel purposes, explaining visa requirements, and helping clients prepare accurate documentation. I guided applicants through the application and appointment booking processes, ensured timely submissions, and followed up on application statuses. I also addressed client queries through calls and emails, maintained records of applications, and collaborated with internal teams to ensure a smooth and efficient visa experience.

April. 2022 - May. 2023

### MyUnisearch

#### Associate Student Support

reaching out to prospective students to introduce educational programs and services. I engaged with leads through phone calls, responded to inquiries, and provided basic information about courses and admission processes. I followed up regularly to nurture interest, scheduled counseling appointments, and maintained accurate records of interactions. My role contributed to lead generation, enhancing student enrollment and supporting the counseling team.

## Education

2022 - 2024

Panjab University

**Masters of Commerce - Marketing**

2019 - 2022

Panjab University

**Bachelor of Business Management**