

ARUN KUMAR

SUMMARY

Dedicated and compassionate Counsellor with 4+ years of experience providing academic and personal guidance to students in educational settings. Skilled at assessing student needs, developing support plans, and helping students overcome obstacles to succeed academically and personally. Builds strong rapport with students while maintaining confidentiality. Proficient in crisis intervention and conflict resolution.



EXPERIENCE

Academic Counsellor, 10/2018 - Current

ASAP CHEM TIME PVT. LTD. - New Delhi, India

- Provide one-on-one counseling and group sessions to support students academically, emotionally, and socially
 - Assess student needs and develop individualized support plans and strategies for at-risk students
 - Advise students on course selection, educational programs, and career planning
 - Guide students through university policies and procedures
 - Make referrals to campus resources and outside agencies when appropriate
 - Maintain detailed confidential records and documentation
 - Aided in conflict resolution and mediation to avoid disruptions to learning activities.
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EDUCATION

Master of Science, Chemistry, 2021

RMLAU - Ayodhya, UP

- Graduated with First Grade Honors
- Specialized in Analytical Chemistry and Research Methodology
- Conducted extensive research on organic synthesis and spectroscopy

Bachelor of Science, Chemistry, 2019

RMLAU - Ayodhya, UP

- Graduated with First Grade Honors
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CERTIFICATIONS

- Completed typing course with a certification in touch typing techniques.

CONTACT

Address: 201 B/3, Govindpuri, Kalkaji, Delhi, 110019

Phone: +9199971494539

Email: aktarun2408@gmail.com

SKILLS

- Knowledge of Microsoft office Suite (Excel, Word, PowerPoint)
- Time management
- Strong work ethic
- Technical skills
- Hardworking
- Polite and friendly
- Problem-solving
- Google Workspace
- Typing Speed: 60 WPM
- Calendar maintenance
- Research and Problem-Solving
- Project Management
- Team Leadership
- Communication and Interpersonal Skills
- Adaptability and Flexibility
- Student mentorship
- Academic monitoring