

Priyanka Morya

B-20, Shanti Nagar Gurjar Ki Thadi, Jaipur(Rajasthan)
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Objective

Experienced Admission Counsellor with 2 years at Allen Ace, skilled in student counseling, account management, and CRM software. Seeking to contribute my expertise to enhance the admission process and support student success in a dynamic environment.

Education

Masters of Commerce
University of Rajasthan

June 2018

- Completed Masters in Economics, Accounts and Business Studies

Bachelor of Commerce
Maharani College, Jaipur

May 2015

- Graduated with subjects, Economics, Accounts and Business Studies

Senior Secondary Examination
Rawat Sr. Sec School

2012

- Passed with 70 % in Rajasthan board of secondary Education.

Secondary Examination
Kirti Public Sr. Sec. School

2010

- Passed with 64 % in Rajasthan board of secondary Education.

Diploma Course

Got Rajasthan State Certificate in Information Technology (RSCIT) from Vardhman Mahaveer Open University, Kota

Work Experience

Back Office Executive, Predusk Technologies

18 Jun 2020 - Dec 2020

- I was given the role of an executive in data entry & analysis department.

Admission Counsellor , Allen Ace

09 Jan 2023 - 09 Nov 2024

Administration Division

- Guided prospective students through the admission process, providing program information and ensuring a smooth enrollment experience.
- Managed student accounts, processed payments, and maintained accurate financial records.
- Used Salesforce CRM to track inquiries, manage applications, and improve communication with students.
- Collaborated with the finance team to resolve billing issues and generate financial reports.
- Skills: Salesforce CRM, Student Counseling, Financial Management, Account Reconciliation

Key Qualifications

- 1. Good at Adaptability
- 2. Critical Thinking
- 3. Decision Making
- 4. Having Good Communication skills

Personal Details

1. Marital status: Married
2. DOB : 16/08/1995
3. Languages Know : Hindi, English
4. Interests : Reading Newspapers, Travelling, Music