

CURRICULUM VITAE

PRIYANKA JAIN

ADDRESS: -

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Career Abridgment

- With a diverse background in counselling, marketing, and administrative management, I've successfully managed multiple responsibilities across multiple domains. My experience includes consulting, offering strategic advice and solutions to clients.
- Marketing: Execute marketing strategies and campaigns.
- Calling: Making outbound and inbound calls for a variety of purposes. Class management entails organizing educational materials and conducting classes.
- Student Records Management: Maintaining detailed records of students' progress and achievements.
- Administrative tasks include keeping and organizing comprehensive records for career tracking and development.
- This diverse skill set demonstrates my ability to adapt and excel in dynamic environments while consistently delivering results and supporting organizational goals.

EDUCATIONAL QUALIFICATION DETAIL

| COURSE/ EXAM | BOARD/ UNIVERSITY | SUBJECTS | YEARS | MARKS OBTAINED |
|---------------------------|-------------------|---|-------|----------------|
| MBA | LPU | Specialized in Information Security & Privacy and International Marketing | 2024 | 78% |
| B.COM | GNDU | Specialized in Banking & Insurance | 2019 | 55% |
| 12 th Commerce | PSEB | English, Punjabi, Business Studies, Accountancy, Business Economics & Quantitative Methods, Fundamentals of E-Business (C), Computer Science, Environmental Education | 2016 | 68% |
| 10 th | PSEB | All Subject | 2014 | 70% |

EXPERIENCE

- Currently, working with "EEC" as a **Senior Trainer and Counselor** and it includes: Conducted training sessions and classes for various courses. Managed marketing campaigns and outreach efforts. Handled counseling and advising sessions for prospective and current students. Developed and implemented syllabus and curriculum plans.
- Worked with **Japnoor Travels as a Counselor and Trainer** where I conducted counseling sessions and provided guidance to prospective students. Managed marketing and outreach activities to attract new students. Delivered training sessions and classes as needed.

- Worked on the profile of **Administrator and Academic Coordinator in APPEJAY**, oversaw all administrative functions and ensured smooth operation of the institution. Managed academic schedules, student records, and administrative tasks independently. Coordinated with faculty and staff to maintain high academic standards.
- I worked on the profile of **“IELTS Trainer” at Master prep Canam** since December 4, 2020 till October 2022.

STRENGTH

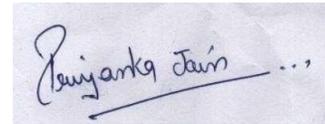
- Team Player.
- Perform well under demanding situations.
- Result Oriented
- Positive and Concentrated approach towards work.
- Sincere

PERSONAL INFORMATION

- Father's Name : Late Sh. Parveen Kumar Jain
- Date of Birth : 26 Oct 1998
- Languages : English, Hindi, Punjabi
- Marital Status : Unmarried
- Nationality : Indian
- Hobbies : Listening to music, Travelling

DECLARATION

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief.

A rectangular box containing a handwritten signature in blue ink that reads "Priyanka Jain".

Date.....

(PRIYANKA JAIN)