

PROFESSIONAL PROFILE

Motivated and well qualified Senior Education Counsellor with 5 years who works closely with students as a supportive advisor through the challenges of an educational environment. Adept at managing a complex student caseload and providing high-quality academic social and emotional support for struggling students. Specializes in the supervision of student placement services as well as course exemption and adjustments for students with individualized education plans. Equipped with excellent interpersonal and people management skills as well as strong analytical and decision-making capabilities. Recognized for consistently achieving performance targets and objectives and leading teams strategically through higher levels of performance and growth. An adaptive leader skilled in coordinating multiple operations and improving business processes to achieve commercial viability, profitability and organizational growth.

EDUCATION

Masters

MSC in International Relations from Preston University Islamabad Year of passing (2018)

Bachelor

Govt.Degree College for women Murree road Rawalpindi,Pakistan Year of passing (2015)

Intermediate

Govt.Degree College for women Murree road Rawalpindi,Pakistan Year of passing (2012)

Matric

St.Marks Cathedral High School Year of passing (2010)

PROFESSIONAL SKILLS

- International Student Recruitment
- Decision Making
- Written & Communication
- Team Leadership & Collaboration
- Cultural Awareness
- Risk & Compliance Management
- Documentation & Record-keeping
- Strong Computer Literacy

CORE COMPETENCIES

- Ability to drive continuous improvement processes and implement change management programs to provide maximum customer service satisfaction.
- Comprehensive knowledge of programs and courses offered by Australian educational institutions, international applications, admissions, visa processing, and entry requirements.
- Proven leadership skills and able to motivate peak individual performance from team members through positive work attitude and outstanding commitment to work excellence.
- Experienced in event management, including planning, promotion and implementation.

EMPLOYMENT HISTORY

- **Education Consultant**
- Preparation for Life
- May 2024 to June 2026

-Serving as the main point of contact for students and their families, handling inquiries and concerns in a timely and professional manner.

-Assess students, academic backgrounds, interests, and career goals to recommend suitable courses, universities, and study destinations.

-Act as a positive representative of the consultancy, building and maintaining strong, trusting relationships with all stakeholders

-Guide students through the process of shortlisting and selecting institutions that align with their profile and aspirations from a vast array of global options.

-Help students prepare and submit application forms, including providing feedback on essays, Statements of Purpose (SOPs), and Letters of Recommendation (LORs).

-Advise students on required standardized tests (IELTS, TOEFL, SAT, etc.) and recommend preparation resources or courses.

-Continuously update their knowledge on the latest education trends, university admission requirements, and visa regulations for various countries.

- **Amazon**
Currently doing dropshipping on Amazon
Sep 2022 to till date

- **Senior Educational Counselor**
- VICPAK Consultancy Services
- Jan 2019 – Mar 2022

-Demonstrate various educational programs, enrollment processes, and provide information about different institutions according to interests.

- Access and evaluate information related to students and their choices to help them make the right decisions for their higher studies and career goal.

- Lodgment of student visa applications, preparation of GTE statements and financials.

- Offer consultation to students and help them understand various educational programs, professional programs, admission procedures, enrollment processes, and institutions as per their requirements.

- Help students with immigration processes after successful enrollment in a program for the visa application and approval process.

- Maintain and manage documentation, records, reports, and success stories for future references. Receiving offer letters, CoEs, etc.

- Incharge of devising strategies for promoting and selling products or services.

- Provide information and advice to international students and their families regarding study

opportunities in Australia, in English and other languages as applicable.

- Submit applications to institutions, obtain offers and facilitate enrollments.
- Follow up leads and inquiries and maximize the number of applications submitted and finalized.

➤ **Administrative Coordinator**

Ikhlas Welfare Society (NGO)| Oct-2019 to Nov-2019.

- Manage and route phone calls appropriately
- Process and report on office expenses
- Maintain physical and digital employee records
- Schedule in-house and external meetings
- Distribute incoming mail
- Manage and order office supplies
- Make travel arrangements
- Organize Company documents into updated filing system
- Address employees' and clients' queries (via email, phone or in-person)
- Prepare presentations, spreadsheets and reports
- Update office policies as needed

Internship

Internee in Inter Services Public Relations (ISPR) from June-2017 to July-2017.

Languages

English & Urdu (Fluent in speaking, writing & reading).

References

Reference Upon demand.