

BHUMIKA GAMBHIR

Mob: +91-9811891203; **Email:** bhumi.gambhir@gmail.com

PROFILE SUMMARY

A result oriented professional with strong analytical, self motivated, diligent, hard working, goal-oriented, resourcefulness with a high degree of flexibility.

STRENGTH

Relationship Building	Client Prospecting	Creative Thinking
Risk Management	Extensive planning	Strong coordination Skills

PROFESSIONAL EXPERIENCE

Overseas Education and Career Consultants India Pvt. Ltd. (OECC)

OECC an overseas education and Migration consultant providing inbound services for Student Visa, Immigration Services, Tourist Visa and dependent Visa.

Head of Operation (Australia Division)

Sept'18 – Jan'19

- ❖ Driving quality management systems to improve effectiveness in teams/processes.
- ❖ Management of day-to-day operations by resolving issues on strategic and operational which is related to counseling and performance of the staff across India and Subcontinents.
- ❖ Organizing and participating education fairs and recruitment event across India, Bangladesh and Nepal.
- ❖ Drive initiatives to improve operational efficiency via process, people or practical measures to raise the bar on business performance delivery.
- ❖ Arranging weekly review calls with the branches on Application and Revenue Targets.

Global Opportunities Pvt. Ltd.

Mar'16 - Sept'18

Global Opportunities Pvt. Ltd. is India's leading education consultant that undertakes students' recruitment from India for its 300+ Institution partners across the globe.

Country Advisor- Australia (Pan India)

- ❖ Achieving the goals of assigned for Australia recruitment students from the Pan India Branches.
- ❖ Make recommendations based on forecasting, gaps, trends, campaigns and product releases.
- ❖ Recruiting team and conducting the training sessions for country and university specific trainings.
- ❖ Provide insight of market to partner universities making them understand the target regions for student recruitment in India.
- ❖ Ensuring student Genuine Temporary Entrant (GTE) Criteria and follow SSVF Rules.
- ❖ Responsible for promotional visit/participation in career fair to recruit quality students.

Manager

- ❖ Provide Pre sales counseling and advise the students regarding Admission Services.
- ❖ Suggesting and helping the students for short listing the course, university, country understanding their requirements.
- ❖ Counseling the students on various courses in Canada, USA & Australia, Registering students for test prep products.
- ❖ Doing complete application, Visa process and deadlines on proactive basis.
- ❖ Address questions on accommodation, preparing them for GTE, USA Visa interview.
- ❖ Generate walk-ins from telephonic lead, leads from other sources and referrals.

Key Achievement

Recognized for achieving revenues target for 3 quarters consecutively.
Received award for best counselor for Australia 2017.

PAC Asia Services Pvt. Ltd

Apr'12 - Nov'15

PAC Asia is an international education Consultant providing consulting services for student visa for Australia, New Zealand, United States & Canada.

Product Manager (Australia and New Zealand)

- ❖ Keeping up to date knowledge of Australian education system, student visa policies, funding and scholarship opportunities.
- ❖ Conducting Pan India GTE interviews for every student at application and visa stage.
- ❖ Analyzing the school and college strategies for promoting for study abroad education giving presentations.
- ❖ Responsible for ATL & BTL activities such as presentation and seminars in schools and colleges
- ❖ Implemented advertising campaigns to promote the sales of products and services.
- ❖ Required to travel in India and overseas for training and marketing activities.
- ❖ Provide insight of market to partner universities making them understand the target regions for student recruitment in India.

Sr. Career Advisor

- ❖ Promote Institutions and Universities with presentations and meetings and marketing activities
- ❖ Assisting students through complete Application and Visa process.
- ❖ Preparing them for GTE interview for Australia and editing Statement of Purpose.
- ❖ Responsible for Student Counseling, shorting the institutions for countries Australia, Canada & USA
- ❖ Preparing Visa file for according to country applied.

Key Achievement

Written articles for EDU Club Magazine which covered the aspects of International study abroad destinations.
Awarded for the highest student recruiter in year 2014 & 2015

Unitedworld School of Business (UWSB)

Feb'10 - Mar'12

Unitedworld is a B school AICTE accredited providing Bachelor of Business Administration [BBA] and MBA under Karnavati University

Assistant Manager- Admissions

- ❖ Role was essentially mentoring 5 Team members responsible for calling and counseling.
- ❖ Arranging marketing activities – seminar in colleges, visiting the subagents network like institute for CAT and MAT preparatory centers.
- ❖ Taking students selection process GDPI & arranging faculty for admissions counseling.
- ❖ Generating leads from school and college activities.
- ❖ Planning associated to visits to partner institutions with senior colleagues for sessions.

Key Achievement

Handled UWSB and IIM-B gala event named by United-Minds with the participation of 5000+students all over north India Colleges in Agra, Allahabad, Chandigarh, Delhi, Hisar, Lucknow, Kanpur and Varanas in 2011 and 2012.

LBIHM**Nov'08 - Jan'10**

LBIHM (Lakshya Bhartee Institute of International Hotel Management) is college providing Courses for Bachelor and masters in Hospitality.

Counselor cum Training Coordinator

- ❖ Responsible to plan and understand the college academic programs, registration process and polices.
- ❖ Assisting students and working with them on the application process & handling Walk-in enquiries.
- ❖ Work with internal academic support & admissions for courses being offered.
- ❖ Arranging outdoor catering training activities.
- ❖ Dealing effectively with vendors for smooth running of operations.
- ❖ Answering queries for both students and parents and creating a cordial environment of working.

DBMCI (Dr. Bhatia Medical Coaching Institute)**May'06 - Oct'08**

DBMCI provides coaching for preparation for MS/MD entrance exam and USMLE. DBMCI has 120 Test centre all over India, 26 Study Centre and 9 online virtual classes.

Marketing Officer

- ❖ Assisting in product development, direct and evaluate the marketing strategies.
- ❖ Direct and evaluate the activities of DBMCI that develop and implement advertising campaigns to promote the sales of products and services.
- ❖ Responsible for brand promotions at ATL & BTL in hospitals, colleges and visiting hostels.
- ❖ Taking care of 22 Study centers for scheduling Academic classes and allocating faculties.
- ❖ Responsible for scheduling, coordination and disseminating curriculum information to students.

Key Achievement

Have consistently achieved my revenue for past 3 quarters

QUALIFICATION

Graduate B.Com Pass, University of Delhi in 2009
Class XII, Central Board of Secondary Education, Delhi in 2006
Class X, Central Board of Secondary Education, Delhi in 2004

CERITIFICATION

Year Certificate in Office Management, YMCA, New Delhi