

Darshi Shah

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shahdarshi511@gmail.com

Ahmedabad, Gujarat

EDUCATION

Masters of Commerce
Gujarat Universtiry
(2024 - pursuing)

Bachelor of Commerce
Gujarat University
(2021 - 2024)

SKILLS

- Communication
- Time Management
- Team work
- Problem Solving
- Administrative Support
- Client Relation
- counselling & Guidance
- Ms office (Word, Excel, PowerPoint)
- Documentation & Data Management
- Social Media Marketing

LANGUAGES

- Gujarati
- Hindi
- English

PROFILE

Enthusiastic and dedicated professional with experience in student counseling, university admissions, and client engagement. Skilled in guiding students through academic decisions, building strong relationships, and ensuring smooth application processes. Currently working as a Computer Operator at Structore, handling data entry, documentation. Known for excellent communication, adaptability, and problem-solving skills.

WORK EXPERIENCE

Structore service Pvt. Ltd.

July-2025 - Present

Computer Operator

- Monitor and operate computer systems and project management software for smooth workflow.
- Input and maintain accurate project data, ensuring integrity and confidentiality.
- Generate and distribute regular reports and updates.

CollegeBol

May 2025 - June 2025

Student Counsellor

- Counseled students for university admissions in India .
- Assisted students in course and institution selection.
- Managed application processes and follow-ups.

CareerMakers Education

Nov 2024- May 2025

Student Counsellor & Visa Application

- Guided students on study abroad options and visa applications.
- Managed end-to-end documentation and application submissions.
- Provided counseling sessions to help students choose the right career path.

Mehul Sir Tuition Classess

Apr 2022- Nov 2024

Admin Executive

- Maintained student records and handled fee management.
- Scheduled classes and coordinated with teachers.
- Oversaw daily office operations and communication.