

Career Counselor

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Company: Azent Overseas Education

Location: mumbai

Category: other-general

Azent is growing rapidly, with centers in Ahmedabad, Bangalore, Chennai, Hyderabad, Mumbai, Thane, Vadodara, and our first international center in Dubai. With many more centers in the pipeline to blossom, we aspire to become the most trusted overseas education counsellors in the world, opening doors for international students to the best schools anywhere in the world.

Key Responsibilities:

- Should have good knowledge of sending students to USA, UK, Canada, New Zealand and Australia.
- Advising potential students on education opportunities overseas.
- Advising students on application procedures, visa applications, applying for accommodation and preparing students for their studies overseas.
- Hands on experience in Filing Visa Applications with the respective embassies.
- Applying to various universities/colleges overseas.
- Assisting with activities to promote overseas education institutions represented by the Company.
- Maintaining records of students counselled and applications sent to overseas.
- Liaising with students, other offices.
- Assisting with the general running of the office to ensure smooth operations.

Desired Profile:

- Result-orientated and able to work under pressure to achieve targets.
- Committed to work on long term
- Ability to learn on own initiative and research best study options for students.
- Strong IT skills.

Minimum Requirements:

- 3 plus years of relevant experience
- Bachelor's degree
- Excellent Communication skills (Verbal and Written)

Preferred Skills:

- Overseas Education exposure
- Self-Starter
- Excellent Inter-personal skills
- Relationship Management

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