

**Ishita**

+91 9910212489, [nagpal.ishita@hotmail.com](mailto:nagpal.ishita@hotmail.com)

B-Bungalow, Malka Gunj,  
Opp. Hans Raj College,  
Near Petrol Pump,  
Delhi – 110007- India

**CARRER OBJECTIVES:**

- To use my potential and creativity sincerely for the organization and simultaneously improve my knowledge and enhance my capabilities.
- To become a significant part of the organization and put efforts in growing it.

**WORK EXPERIENCE:**

- Worked with lae Global India  
(14<sup>th</sup> May 2018 – 28<sup>th</sup> May 2019)

lae Global India is an International Education consulting organization.

**Designation** – Admission Officer

**Reporting to** – General Manager

**Job Profile** –

Deal with admissions / Visa related enquiries.

Process incoming applications for all degree programmes, checking qualifications, the validity of decisions and authenticity of results.

Provide support to the Senior Admission Counselor when needed.

Help in lodging the student visa

- Worked with PAC Asia Services  
(9<sup>th</sup> October 2014 – 03<sup>rd</sup> November 2017)

PAC Asia Services Pvt. Ltd. is an International Education consulting organization with excellent credentials that provides value-based services to both International Institutes and aspiring students in India.

**Designation** –Admission Officer

**Reporting to** – Admissions Manager

**Job Profile** –

Analyzed prospective students' applications for eligibility.

Deal with admissions related enquiries.

Process incoming applications for all degree programmes, checking qualifications, the validity of decisions and authenticity of results.

Participate in all recruitment events, information sessions, and exhibitions.

Provide support to the Senior Admission Counselor when needed.

- Worked with A4A Hospitality Services Pvt. Ltd.  
(October 2012 - October 2013)

A4A Hospitality is a name synonymous with the ultimate service orientated Travel & Lifestyle Company. A4A is widely known for its in depth marketing and management experience in the Hospitality trade. There are 4 verticals of the company: - A4A Hospitality, A4A Dezin, A4A Travel, & Club A4A

**Designation** -Marketing Consultant

**Reporting to** - General Manager

**Job Profile** -

Maintenance of Office Library, including cataloging distribution & record keeping

Assuring office is neat & stocked with necessary tools for functionary

Proofread the documents

Liaison between departments to ensure proper communication & reporting practices

Assist with planning & execution of all society events

Making Presentations on - Corporate Etiquettes, Time Management, Discipline

Data Management

Handling social media (like Facebook & Twitter)

### **Educational Background**

Pursuing B.Ed. from MDU, 2024 - Till Date

Diploma in Teaching International English Language Testing System (IELTS)

Post Graduate Diploma in Advertising Communication Management:

National Institute of Advertising, 2012

BJ (mc) : Guru Gobind Singh Indraprastha University, 2011

Class XII : (CBSE Board), 2008

(Commerce without Mathematics)

Class X : (CBSE Board), 2006

### **Personal Details**

Father's Name: - Kamal K Nagpal

Date of Birth: - 24<sup>th</sup> November 1989

Nationality: - Indian

Gender: - Female

Status: - Single

Place: - Delhi