

PRATIKSHA PANDEY

SOP Write & Interview Trainer

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SUMMARY

To contribute my expertise as an SOP and visa application writer with Interview preparation in helping students achieve their academic and professional goals. I aim to deliver compelling and personalized documents that meet the requirements of various international education and immigration systems.

WORK EXPERIENCE

Interview Trainer and SOP Writer, Aum Global May 2024 – Present

- Specializing in SOP writing for admissions and visas for UK, USA, and Australia.
- Developed personalized covering letters for tourist and visitor visas.
- Conducted interview training to enhance client success in admissions and visa processes.

SOP Writer, Indowest Academy 2022 – 2023

- Created SOPs tailored for academic and visa applications for UK, USA, Canada, and Australia.
- Drafted covering letters for tourist and visitor visa applications.

Admin Analyst & SOP Writer, ESS Global 2020 – 2022

- Created high-quality SOPs for admissions and visa applications for UK, Canada, and Australia, aligning with client goals and specific country requirements.
 - Guided students through educational services by conducting calls, organizing seminars, and delivering visa and SOP preparation sessions.
 - Maintained comprehensive administrative records, including billing, while ensuring seamless service delivery.
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EDUCATION

Bachelor Of Education 2022 – 2024

Kurukshetra University

Master of Arts In English Literature 2020 – 2022

Kurukshetra University

ADDITIONAL INFORMATION

- **Professional Skills:** Expertise in Excellent Attention to Detail and Creative Storytelling, Meeting Tight Deadlines, Teamwork and Collaboration Skills
- **Languages:** English & Hindi with Professional Proficiency
- **Awards/Activities:** State-Level Certificate in Essay Writing, NCC