

## **SAHIL LADDER**

**Contact : 8054336328**

**Email : [sahilladder7276@gmail.com](mailto:sahilladder7276@gmail.com)**

**Address : H no. 50, Rajiv Gandhi Nagar, O/s Beri Gate, Amritsar, Punjab.**

### **OBJECTIVE**

*To be part of reputed organization that offers opportunities for learning, growth and recognition, helps me in improving my technical and managerial skills.*

### **QUALIFICATION DETAILS**

|  |                  |
|--|------------------|
| <b>Bachelor of Computer Applications</b> | <b>2012-2015</b> |
| <b>D.A.V College</b>                     |                  |
| <b>Guru Nanak Dev University</b>         |                  |

|                                       |                  |
|---------------------------------------|------------------|
| <b>Senior Secondary</b>               | <b>2011-2012</b> |
| <b>Ajanta Senior Secondary School</b> |                  |
| <b>Punjab School Education Board</b>  |                  |

|                                       |                  |
|---------------------------------------|------------------|
| <b>Matriculation</b>                  | <b>2009-2010</b> |
| <b>Ajanta Senior Secondary School</b> |                  |
| <b>Punjab School Education Board</b>  |                  |

### **WORK EXPERIENCE DETAILS**

- **Worked as an Admissions Manager (Canada) at MSM Global Education Pvt. Ltd. from March, 2023 to June, 2024.**
- **Worked as an Admissions and Support Executive at MSM Global Education Pvt. Ltd. from April, 2022 to Feb, 2023.**

### **Duties and Responsibilities:**

- *Analyze the applications of prospective students based on standard admission policies.*
- *Document collection and verification of the students for admission process.*
- *Co-coordinating with students, agents and the university.*
- *Provide assistance to the students to complete the enrollment forms.*
- *Review all the students' applications and refer the students to financial services personnel if required.*
- *Provide support to prepare admission related presentations and to host student receptions.*
- *Maintain a database of student information, telephone logs and student feedback in order to generate student reports for management whenever required.*

- **Worked as a Visa Counselor at OECC OVERSEAS EDUCATION, Amritsar from July, 2020 to December, 2021.**

**Duties and Responsibilities:**

- *Communicating with clients and understanding their immigration requirements.*
- *Helping clients in gathering and submitting the required documents.*
- *Reviewing the submitted documents*
- *Maintaining an accurate record and invoices for the services provided.*
- *Submitting documents to the respective authorities on behalf of clients.*
- **Worked as a Visa Counselor at EUROCAN GLOBAL, Amritsar from February, 2019 to June, 2020**
- **Worked as an Assistant Accountant at M/s. UNIVERSAL MOTORS (Auth. Dealership Mahindra & Mahindra Ltd.), Amritsar from December, 2015 to January, 2019.**

**Duties and Responsibilities:**

- *Billing of Vehicles in DMS Portal and Tally software.*
- *Exchange/Corporate/Warranty and other claims in DMS Portal.*
- *Maintaining Employees Data on Mahindra MILE Portal.*
- *Handling of all official mails and documents.*
- *Reconciliation of Bank Accounts*

**COMPUTER PROFICIENCY**

- *MS WORD*
- *MS PowerPoint*
- *MS Excel*

**PERSONAL DETAILS**

**Father's Name** : Mr. Rakesh Kumar  
**Date of Birth** : 02-Feb-1995  
**Marital Status** : Married  
**Languages Known** : English, Hindi and Punjabi

**DECLARATION**

*I hereby declare that the above information provided by me is true to best of my knowledge.*

Date:

Place:

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Sahil Ladder