

UDIT SHETH

*Admission Counsellor | Outreach Executive
CRM & Digital Marketing Specialist*

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SUMMARY

Dynamic Admission Counsellor with expertise in CRM systems and digital campaigns at Silver Oak University. Successfully led seminars for over 3,000 students, enhancing program selection and conversion. Proven team leader skilled in nurturing relationships and streamlining operations. Adept at managing outreach initiatives and fostering institutional partnerships across multiple states.

EDUCATION

Gujarat Technological University, 2018 – 2021
B.Tech in Information Technology

Gujarat Technological University, 2015 – 2018
Diploma in Information Technology

EXPERIENCE

Silver Oak University, 03/2023 – Present
Admission Counsellor & Outreach Executive

- Counsel students and parents for program selection and admission conversion
- Manage CRM/ERP systems and digital lead nurturing campaigns
- Built institutional relationships across Gujarat, Maharashtra, Rajasthan & Madhya Pradesh
- Conducted seminars for 3,000+ students per admission cycle

Silver Oak University, Back Office Administrator 06/2022 – 03/2023

- Streamlined front desk operations, efficiently handling student inquiries.
- Led a team of 10-15 interns to enhance operational effectiveness.
- Digitized admission records to improve accessibility and data management.

Silver Oak University, Intern - Admission Cell 06/2021 – 06/2022

- Coordinated admission processing, led student tours, and managed record digitization.

CORE SKILLS

Student Counselling, Admissions Management, CRM & ERP Operations, Outreach Programs, Digital Campaigns, Lead Nurturing, Team Leadership, Seminar & Event Management