PAWAN BHARDWAJ

+91 - 9414681661 pkbhardwaj1661@gmail.com Jaipur, Rajasthan - 302031

PROFILE SUMMARY

Motivated education professional with 6 months of experience as an Admission Counselor, skilled in student engagement, enrollment support, and outreach coordination. Former 2-year experience Proofreader cum Content Writer with strong language proficiency and attention to detail. Academically accomplished with multiple postgraduate degrees in English, Sociology, Political Science, B.Ed., PGDCA, and currently pursuing MCA. Adept at supporting academic and administrative functions in fast-paced educational settings.

EXPERIENCE

Admission counselor
LNMIIT, Jaipur
March 2025 - PRESENT

- Coordinated end-to-end student admissions processes, ensuring seamless onboarding.
- Developed and executed outreach activities to increase prospective student engagement.
- Supported operational efficiency through data-driven insights and report generation.
- Conducted training sessions for new team members on admissions best practices and CRM usage.

Proof-Reader cum content writer
UTKARSH CLASSES , Jaipur
2023 - Feb 2025

- Created clear, engaging, and SEO-friendly content for digital and print platforms.
- Proofread and edited materials for grammar, consistency, and brand tone.
- Ensured accuracy and quality control across all written communications.
- Collaborated with design and marketing teams to deliver polished content.
- Maintained content calendars and updated existing materials as needed.

Shorthand Tutor
Shorthand academy

TGT English
Emmanuel mission school

EDUCATION

MCA (Pursuing)

M.A. (SOCIOLOGY)
Rajasthan University

M.A. (ENGLISH)
VMOU

M.A. (POLITICAL SCIENCE)
Rajasthan University

B. Ed.
Rajasthan University

PGDCA
Suresh Gyan Vihar Uni.

CERTIFICATES (ONLINE MODE)

- TEACHING ENGLISH AS A FOREIGN LANGUAGE CERTIFICATE COURSE.
- CERTIFICATE OF COMPLETION PROMPT FOR ENGINEERING FOR CHATGPT.

SKILLS

- Project Management
- Data-Driven Insights
- Teamwork
- Time Management
- Leadership
- Effective Communication

TECHNICAL SKILLS

- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Skilled in Internet and Email Operations

SOFT SKILLS

- Willing to adapt and embrace change
- Supportive and team-oriented
- Patient and understanding in approach
- Self-motivated and proactive
- Proficient in aptitude

TRAINING & EXTRA CURRICULAR

Google Developer Group Member
Volunteer in many GDG events as volunteer

Blood Donation Camp
Successfully led and organized a blood donation drive, resulting in the impactful collection of 160 units of blood.

LANGUAGES

- English
- Hindi