

DIKSHA PARIHAR

Hathibarkala Salawala, Dehradun, Uttarakhand

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Career Objective

Dedicated and motivated student seeking a position in counselling to apply academic knowledge, communication skills, and empathy while gaining valuable professional experience to support personal and career growth.

Professional Experience

Parul University (NAACA++) - Regional Office, Dehradun

Counselling & Administrative Support | Jan 2024 - Present

- Engage with students and parents to provide academic and career counselling.
- Assist in admission processes, documentation, and resolution of student queries.
- Maintain records and coordinate between departments to ensure smooth operations.

Kanishk Surgical and Super Specialty Hospital, Dehradun

Intern - Operations Management | 20 Jun 2023 - 05 Aug 2023

- Gained insights into healthcare operations, resource management, and process optimization.
- Assisted in managing patient care flow and administrative tasks.

Education

- Bachelor's in Hospital Administration (BHA) - Shri Guru Ram Rai University, Dehradun (Expected completion: 2024)
- Senior Secondary (Class 12) - UK Board, G.I.C. Dewal (2020-21)
- High School (Class 10) - UK Board, G.I.C. Lwani (2018-19)

Skills

- Strong communication & interpersonal skills
- Active listening & empathy
- Hardworking and adaptable
- Organisational and documentation skills

Languages

- Hindi - Native
- English - Proficient
- Garhwali - Fluent

Personal Details

- Date of Birth: 23 March 2004
- Nationality: Indian
- Marital Status: Unmarried