

Meeru Anand

Education Consultant

Phone: +1 4379914411

Email: meeruanand@gmail.com

LinkedIn: <https://www.linkedin.com/in/meeruanand/>

Summary

- With over 20 years working in the field of education, started my career by teaching Accounting, Business, Management, and Economics to high school students. Worked as Examination-in-charge, House-in-charge, Commerce Club head as well.
Now counseling students for admissions to the US, Canada, UK, Europe, and Australian Universities.

Education

High School, CBSE, Delhi, India, March 1982

Major: English, Accountancy, Economics, Maths, Business

Scores: 90% in Accountancy, 80% in Maths

B. Com (Honours): Daulat Ram College, Delhi University, Delhi, India, June 1985

Major: Business, Economics, Law, Taxation, Auditing, Accounting

M.Com: Shri Ram College of Commerce, Delhi University, Delhi, India, June 1989

Major: Business, Economics, Law, Marketing, Taxation, Auditing, Accounting

B.Ed.: Central Institute of Education, Delhi University, Delhi, India, June 1987

Major: Philosophy of Education, Psychology, History of Education, Organisation of Co-curricular Activities

Teaching Subjects: Business and Maths

Entrance Scholarship recipient

ICEF Certification: The Canada Course for Education Agents (CCEA)

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Professional Experience:

- **Educational Consultant**, Freelancer, August 2016 - Present

Counselled many students for admission to foreign universities, including the Rotman School of Management, University of Toronto, York University and Western University in Canada, Northeastern, Arizona State University, and John Hopkins University in the US, London School of Economics, University of Nottingham, Dundee University in UK to name a few.

Formerly taught Accounting, Business, Management, and Economics at high school.

Sr. Secondary Teacher (Accountancy), Lilavatibai Podar School, Santacruz (West), Mumbai, August 2015 – March 2016

Sr. Secondary Teacher (Business & Accountancy), D.A.V Public School, Shrestha Vihar, Delhi, India, July 1999 - June 2012

Sr. Secondary Teacher (Business & Accountancy), D.A.V Public School, Dayanand Vihar, Delhi, India, July 1998 - March 1999

Sr. Secondary Teacher (Business & Accountancy), Delhi Public School, Mathura Road, Delhi, India, November 1995 - May 1996

Sr. Secondary Teacher (Business & Accountancy), Mahavir Senior Model School, G.T.K. Road, Delhi, India, July 1988 - March 1994

Administrative Work

- Examination-in-charge, House-in-charge, Commerce Club head
- Conducted and supervised school and Board Examination
- Organized and conducted co-curricular activities for students and teachers
- Administered grades tests and communicated to parents/guardians
- Designed classrooms to meet students' learning needs
- Networked with professionals to provide students with career opportunities

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Consulting Experience

- Conducted counselling with students and parents, performed academic assessments and Application Support for university Student Recruitment.
- Experience in conceptualizing, organizing and executing student recruitment event activities in a large gathering.
- Familiar with OUAC, Common App, and UCAS application portals
- Assisted students with resume writing, interview preparation, and university application strategies.
- Provided excellent customer service and advised on both academic and non-academic issues using Zoom and MS Teams.
- Followed up regularly with students to monitor progress and assess next steps.
- Worked with Digital Marketing Teams to develop/enhance lead generation methods.
- Identified opportunities for campaigns, services, and distribution channels leading to an increase in leads and sales. Created Promotional Materials for social media.
- Created FB Page to promote business by creating various posts:
<https://www.facebook.com/profile.php?id=100063732468530>
- Created Insta page for promoting business and sharing information
https://www.instagram.com/crossroadsconsultancy_2020/
- Created FB group for discussion:
<https://www.facebook.com/groups/699666357755528>
- Engaged in outreach activities such as presenting at school talks, careers expos, and seminars.
- Used analytical and problem-solving skills, along with conviction, perseverance, initiative, and creativity to perform my job.
- Identified business needs, collected supporting data, Analyzed the data, Written Report of Findings and Presented Report of Findings to clients

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Skills

- Proficient with CRM, MS Office and web conferencing tools
- Knowledge of computers and various software like Microsoft Word, Excel, Access, Project, PowerPoint and Outlook.
- Worked in fast-paced environment with time management, analytical, and Team Management skills
- Strong time management, analytical, problem solving, and team management skills
- Excellent communication, interpersonal, and leadership skills
- Expert in educational consulting and guiding students for university admissions

Awards and Recognitions

- Consistently achieved 100% results of grade 12th in board exams
- Most students secured marks above 90%; subject average above 80%
- Facilitated by Commerce Teachers' Association for good results in 2009, 2010, and 2011

Volunteering Work

- Involved in Literacy Campaigns, creating awareness about literacy and teaching skills to slum residents
- Active in community work within residential society, maintaining security and cleanliness, and resolving disputes

References

- Mrs. Suhasini K Nath, Principal, D.A.V Public School, Shrestha Vihar, Delhi, India
- Mrs. Poonam Gera, Vice- Principal, D.A.V Public School, Shrestha Vihar, Delhi, India