

ARPANA KOTHARI

4 B, Scheme no. 71, Near Ranjeet Hanuman Mandir, Indore- 452009

Mob: +91 9611058765

E-mail: arpana.kothari9@gmail.com

Professional Synopsis

Seeking a career opportunity and excel in the competitive world where my talent can be efficiently utilized and will be proved beneficial for the organization.

Experience: Total experience – 10.4 years

1. Chanakya IAS Academy

Profile: **Operations Manager/Academic Manager**

Duration: 29th May 2019 till date

Location: Indore

Job Profile:

- Managing all training activities like making roaster, checking faculty availability and insure classes run smoothly.
- Handle student's grievances, batches & faculty problems.
- Develop Institutional Alliances with schools and other Educational Institutions
- Organize seminars, workshops, training programs & academic events as per the annual academic event plan.
- Helping HR Manager in tracking the probationary status of each individual and recommend additional training as needed.
- Plan and manage all Sales & Marketing functions, with the solutions oriented approach with responsibilities of Revenue Generation and Profitability.
- supervise performance of the counselors towards the achievement of the targets in each product category
- involved in fees collection and installment collection
- Maintaining daily reports from counselors and sales executives.

2. Kleenfitt Pvt Ltd:

Profile: **Operations Manager**

Duration: 3rd October 2017 to 25 May 2019.

Location: Bangalore

Job Profile:

- Done project report, market research and other activities for start up of company.
- Helped in website development and logo designing.
- Competitive analysis of product on various parameters like special features, pricing, market share etc.
- Making quotation and customers follow up
- Coordinating and maintaining all records of certification of company like MSME, ISO, CE etc.
- Maintaining sales and HR related activity between directors and subordinates.

3. **Frankinn Institute of Airhostess training**

Profile: **Training & Placement Coordinator**

Duration: 14th February 2012 to 12th January 2013.

Location: **Bangalore**

Job Profile:

- Managing all training activities like making roaster, checking faculty availability and insure classes run smoothly.
- Maintain and issue training stock like uniform, study material and accessories to students.
- Generate students results and issue them to students.
- Maintaining students records like their details, attendance, test records, placement records etc.
- Conduct seminars and presentations as per time schedule.
- Coordinate with airlines for in flight training of students.
- Coordinate with airlines and hotels for placement and conduct placement drives in institutes.

4. **Jetking Infotrain Pvt. Ltd.**

Profile: **Sr. Academic Advisor**

Duration: 23rd March 2011 to 12th February 2012.

Location: **Bangalore**

Job Profile:

- Handling walk in enquiries and telephonic enquiries and follow up with them
- Maintaining all the record on caliber software
- Perform competitor visits
- Preparing marketing strategies in coordination with sales and marketing representative.
- Counsel students if they have any issues.
- fees and installment collection
- Visit college and institutes and conduct seminars for promotion.
- Call on database collected by marketing activity and convert them to be walk in.

5. **RKDF Institute of Pharmaceutical Sciences**

Profile: **Lecturer**

Duration: 18th July 2007 to 31st January 2011.

Location: Indore

6. **Devi Ahilya College of Pharmacy**

Profile: Lecturer

Duration: 1st November 2005 to 30th June 2007.

Location: Indore

Educational Profile:

- Post Graduate Diploma in **Human Resource Management** from Symbiosis Centre for Distance Learning.
- **B.Pharm** in the year 2005 from Smriti College of Pharmaceutical Education, Indore (Rajiv Gandhi Technical University).

My Strength:

- My strategies and commitment to achieve the goals.
- Hard working, fast learner, creative and punctual.
- Responsible and adoptive with environment.
- Good team player with leadership qualities

Personal Profile:

Date of Birth	-	July 3 rd 1984
Sex	-	Female
Marital Status	-	Married
Husband's Name	-	Mr. Sapan Kothari
Languages Known	-	English, Hindi
Hobbies	-	Reading books, travelling and cooking

DECLARATION

I declare that above information given is true to best of my knowledge.

Place: Indore

ARPANA KOTHARI