

Arvind Kumar

Administration Head, Raj Malhotra IAS Academy

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Having devoted about 6 years to the Competitive Exams Coaching Industry primarily UPSC and State Civil Services and seen how efficient management can help scale an Institute to new heights and needless to say revenue, I am looking forward to a more challenging environment in form an Institution whose leadership still has an appetite for further growth and achieving new heights of excellence in this rewarding Industry.

Work Experience

- Administration Head (July 2019 – Present)** **Employer :- Raj Malhotra IAS Academy, Chandigarh**
Job Description: -
 - With respect to faculty:** - Recruitment Support, Faculty-Management Coordination, Faculty Supervision along with calculation and disbursement of their compensation.
 - Primary Course Related Work:-** Scheduling of Course Structure, Content Resourcing, Test Series Coordination (Prelims + Mains). Scheduling for Mock Interviews. Along with UPSC this Includes State Civil Service Exams as well. (HCS, PCS, HAS)
 - With respect to Students:** - Supervision of Student Counselling which includes his Introduction to Institute as well as Course Pattern and Tuition Fee related Issues.
- Administration Head (January 2015 – July 2019)** **Employer :- Khan Study Group (KSG) New Delhi**
Job Description: -
 - With respect to faculty:** - Recruitment Support, Faculty-Management Coordination, Faculty Supervision along with calculation and disbursement of their compensation.
 - Primary Course Related Work:-** Scheduling of Course Structure, Content Resourcing ,Test Series Coordination (Prelims + Mains). Scheduling for Mock Interviews.
 - With respect to Students:** - Supervision of Student Counselling which includes his Introductionto Institute as well as Course Pattern and Tuition Fee related Issues.
- Assistant Administration (Oct 2014 – Dec 2015)** **Employer :- Khan Study Group (KSG)**

Education Qualification

COURSE	INSTITUTION
B.A.	Kanpur University
Computer Science Diploma	LWS, New Delhi