

Bhanu Dubey

Bhagat Singh ward, house no 8 Bhopal Road Sagar M.P

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EXPERIENCE

POSITION: - Manager & Advisor

22/12/2021 - Till Date

Agarwal Classes (1999 Based) [Coaching for CBSE & NEET/JEE EXAMS]

Roles & Responsibilities:

- Fee Management & Monitoring.
- Business Management & Advisor.
- Academic Counselling of students and parents.
- Marketing and Promotions supervisor.
- Lead Videography Team for YouTube and promotional videos.
- Team Leader of designing Team of Test series, DPP's and Study material for NEET/JEE & CBSE Exams.
- Institute Controller & Coordinator.
- First Officer of Online Education Platform of the Institute.

POSITION: - Data Entry Operator

01/08/2020 - 31/04/2021

Income Tax Department, Sagar

Roles & Responsibilities:

- Assist to Income tax officer (ITO)
- Legal Notices Generation to the tax payers via ITBA software.
- Maintenance of files and folders of tax payers and Clerical work.

POSITION: - Academic Tutor

04 /2018 – 07/2020

- Tutoring CLASS 6-8TH Students in All Subject.
- Tutoring CLASS 9TH & 10TH Students in MATHS & SCIENCE

SKILLS

- MS Excel, Office, PowerPoint.
- Project Management Skills.
- Typing skills [Hindi & English] – Best Category.
- Digital Skills (Photo and Video Editing).

- Good Communication and Convenience Skills.
- Office Administration.
- Knowledge of Software's (I.e., EIS & ITBA Software).
- Social Media and Offline Marketing Skills.
- Content and Script Writing Skills.
- Good Knowledge of Computers, website and applications.

<u>Education</u>			
YEAR	CLASS	SCHOOL	PERCENTAGE
2015	10 TH (CBSE)	DMA, Sagar	9.6 CGPA
2017	12 TH PCM (CBSE)	JCS, Sagar	73%
2019	Computer Proficiency Certification Test	Madhya Pradesh Agency for Promotion of Information Technology (MAP_IT)	Qualified
2021	B.A (Bachelor of Arts)	M.C.B University	73.33%
2022	PGDCA	M.C.N.U, Bhopal	80%

ACHIEVEMENTS & AWARDS

- English Olympiad
- Certificate in ROBO'X17
- Certificate in National Financial Literacy Assessment Test (NCFE - NFLAT)
- Work Shop on " Design and Innovation"
- Certificate in Vivekananda Pratiyogita.

INTERESTS

Reading of Motivation and Inspiration Books & Photography.

LANGUAGES

English & Hindi