



Udit Ingle

Contact

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academy.org

Skills

Advance Excel

1. **Hardworking Student offering part-time work experience and extensive knowledge of core subject matter. Meticulous and detail-oriented with excellent observational, organizational and communication skills.**
2. **Skilled multitasker with superior work ethic and good teamwork, problem-solving and organizational skills. Willing to take on any task to help team. Reliable and dedicated team player with hardworking and resourceful approach.**

Professional Experience

2020-06 -

2022-08

Faculty Teacher

Kautilya Academy , Bhopal

- Encouraged class discussions by building discussions into lessons, actively soliciting input, asking open-ended questions and using techniques to track student participation.
- Used variety of learning modalities and support materials to facilitate learning process and accentuate presentations.
- Shifted between informal and formal methods of teaching to create multi-layered web of learning incorporating experiments, practical activities, discussions, and projects into lessons.
- Used different learning modes and types of technology to engage students in achieving learning outcomes.

2022-12 -

2023-01

Volunteer

35th Under 19 Chess Competition , Indore

- Maintained clean, neat, and operational facilities to serve program needs.
- Supported engaging, fun, and smooth-running events by helping with organization and planning.
- Used strong interpersonal communication skills to convey information to others.
- Represented organization positively and professionally while providing community with much-needed services.
- Coordinated individual referrals to obtain community services, advocate for client needs and resolve roadblocks.

2023-08 -
2023-09

Intern

Perfect Solutions, Indore

- Interacted with customers by phone, email, or in-person to provide information.
- Analyzed problems and worked with teams to develop solutions.
- Prepared project presentations and reports to assist senior staff.
- Participated in workshops and presentations related to projects to gain knowledge.
- Developed and maintained relationships with key internal stakeholders.
- Maintained accurate records and documentation of projects to inform stakeholders of progress and updates.

2023-02 -
2023-03

Intern

AVI Financial Services, Indore

- Sorted and organized files, spreadsheets, and reports.
- Interacted with customers by phone, email, or in-person to provide information.
- Conducted regular reviews of operations and identified areas for improvement.
- Collected, arranged, and input information into database system.

Education

2014-03 -
2015-03

10th Standard

All Saints School - Bhopal, India

2016-03 -
2017-03

12th Standard: Maths-Commerce

All Saints School - Bhopal, India

2017-04 -
2020-11

BBA: BBA Plain

All Saints College of Commerce Bhopal - Idgah Hills, Bhopal

2022-11 -
2024-07

MBA: HR - Finance

IPS Academy, IBMR - Indore

Accomplishments

- Supervised team of 5 staff members.
- Achieved certificate by completing internship with accuracy and efficiency.
- Used Microsoft Excel to develop inventory tracking spreadsheets.

Core Competencies

- 1 .Communication
- 2 .Leadership
- 3 .Strategic Thinking
- 4 .Emotional Intelligence
- 5 .Time Management

Certifications

2023-01	NSE Industry Readiness Program in Banking and Insurance
2023-01	35Th national chess competition under 19
2023-03	AVI Financial Services
2023-09	Perfect Solutions
2023-04	GM International chess competition
2023-08	Aspire (Project management fundamentals)