Mukesh Gupta

careermukesh.gupta@gmail.com

Mob. No: 09425689620

 To excel in the field of management by working in a team

**Proficiency Matrix**

Admin /Academic Operations Management

Planning & Execution

Recruitments

Training for New Recruiters

Proper Work Assignments

General Management

PROFESSIONAL SYNOPSIS

* Accomplished, result-driven professional **with 14 yearrs** of

 progressive experience offering well-developed expertise.

* Planning and scheduling of different modules in variety of

 products.

* To plan long term tasks in small packets, as well as expertise in

 MS-EXCEL and MS Word.

* Handle various types of students’ problems and their needs.
* Coordinated major events related to an MBA aspirant.
* Recruitment of employees for Admin & Other designations

Areas of Expertise

* How to make any event successful with proper planning.
* Expertise in communication skills and ability to handle difficult situations.
* To plan long term tasks in small packets, as well as expertise in MS-EXCEL and MS Word.
* Having Good Learning Capabilities
* Sincere towards work and Adaptable personality
* Love to interact people
* Helping and flexible nature.
* How to get work done with others.

Professional Experience

ORGANISATION: - FIIT-JEE Limited

PROFILE: - Academic Operations Executive

DURATION: - 5thMay,16, till date

**Key Responsibilities**

* Planning and scheduling of different Classes & batches with Faculty Co-ordination
* Co-ordination and conduction of various types of test for IIT aspirants as well for VIII, IX & X Class.
* Formation of new batches along with their Scheduling and planning.
* Test Scheduling & Test Conduction of Both Junior & Senior wing.
* Result Declaration with proper Statistics for Strategic planning
* Parent Teacher meeting conduction with proper records of Students
* Co-ordination with Upper level Management (Centre Head) for requirements of Faculty & Staff & others Academic & Infrastructure needs.

ORGANISATION: - Catalyser Eduventures India Pvt. Ltd.

PROFILE: - Sr. Academic Co-coordinator

DURATION: - 22nd Dec, 09 to 30th Nov, 13

**Key Responsibilities**

* Planning and scheduling of different Classes & batches with Faculty Co-ordination
* Co-ordination and conduction of various types of test for IIT- AIPMT aspirants as well for VII, VIII, IX & X Class.
* Recruitment of employees for Admin & other designations.
* Formation of new batches along with their Scheduling of both Semesters.
* Test Scheduling & Test Conduction of Both Junior & Senior wing.
* Result Declaration with proper Statistics for Strategic planning
* Parent Teacher meeting conduction with proper records of Students
* Co-ordination with Upper Hierchy (Directors) for requirements of Faculty & Staff & others Academic & Infrastructure needs.

**Achievements**

Conducted Boson test at City Level in which 4016 students appear from across Indore.

ORGANISATION: - Cerebral **Heights, Indore** (a division of Cerebral learning solutions Pvt. Ltd.)

PROFILE: - Executive Operations

DURATION: - Jun, 2006 to Oct, 07

**Key Responsibilities**

* Student batch formulation after admission according to their desired timing & days.
* Student Help & their Academic Management (attendance, material etc.)
* Planning of class session Schedule for Faculty & Students.
* Planning and scheduling of Faculty Student Meeting for Personal counseling session.
* Planning for Regular tests & Test series for upcoming exams.

Academic Profile

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Qualification*** | ***Degree*** | ***University/Board*** | ***Year of Passing*** | ***Percentage*** |
| **P.Graduation** | {{{{{{MBA(Marketing) | D.A.V.V,Indore | 2009 | 62% |
| **Graduation** | B.B.A(Hon’s) | H.S.G,Uni,Sagar | 2006 | 70% |
| **Schooling** | H.Sc. | C.B.S.E | 2002 | 63% |
| **Schooling** | S.S.C | C.B.S.E | 2000 | 54% |

**IT Skills**

* Computer Fundamentals
* MS-Office

Personal Details

Father Name: Mr. Kanchhedi lal Gupta

Date of Birth: -June 1st, 1984

**Address**: - Near Bus-Stand, Bhole shanker Kirana Stores, Narsingarh, Distt: - Damoh (M.P.)