

NIKITA PRASAD

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As a proactive and dedicated individual with over 1 year of experience in Educational Scheduling and Classroom Management, I have developed strong skills in Microsoft Office and various computer operations. My basic knowledge of C programming and SQL, combined with my ability to learn quickly and adapt to new technologies, make me a strong candidate. I am deeply motivated to contribute my skills and knowledge to help drive the growth of the company and support its operations and objectives.

EXPERIENCE

MARCH 2022 – PRESENT

BACK OFFICE EXECUTIVE, CAREER LAUNCHER

Ensuring consistent accuracy and punctuality in performing back office tasks for smooth operations and timely finalization in an educational institute.

- Successfully managing educational scheduling for both offline and online classrooms using MS-Excel.
- Coordinating with front office, direct support team and students to ensure smooth functioning of the institute.
- Organizing training, staff and faculty meetings, and updating calendar to ensure timely completion of tasks.
- Assisting management in managerial tasks such as admission of students by ERP operations.
- Creating ZOOM links for online classrooms and meetings to ensure seamless communication between students and faculty.
- Maintaining recordkeeping of classrooms, faculty attendance, study materials used in classrooms to ensure efficient functioning of the institute.
- Creating presentations using MS-PowerPoint for online classrooms and sheets using MS-Word for offline classrooms.
- Sending schedules to admin, faculties and students through E-mail and WhatsApp to ensure timely communication.

EDUCATION

2021

B.SC. (COMPUTER SCIENCE), MAHATMA GANDHI KASHI VIDYAPEETH, VARANASI

2018

DIPLOMA IN FASHION DESIGNING, BTEUP, LUCKNOW

2015
HSC, CBSE

2013
SSC, CBSE

SKILLS

- C Programming (basic)
 - MS-Office (Excel, Word, PowerPoint)
 - ERP Operations
 - Excellent command on Excel
 - Record keeping
 - Canva (PPT)
 - SQL (basic)
 - Computer Operations
 - Strategy Making
 - Document formatting
 - Organizational Skills
 - HTML (Basic)
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LANGUAGE

- English 
- Hindi 
- Marathi 

HOBBIES

- Singing
 - Sketching
 - Cooking
 - Badminton
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