

# NIKITA PRASAD

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As a seasoned Back Office Executive with over 1 year of experience in Educational Scheduling, Offline and Online Classroom Management, I am highly skilled in Microsoft Office and proficient in various computer operations. My proactive approach and excellent strategies have resulted in successful classroom management and scheduling, both offline and online. I am deeply motivated to contribute my proven skills and knowledge to help drive the growth of the company. With a track record of efficiency and dedication, I am poised to make a meaningful impact in supporting the company's 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

- MS-Office (Excel, Word, PowerPoint)
- ERP Operations
- E-mail support
- Excellent command on Excel
- Record keeping
- Invoice Preparation
- Canva (PPT)
- Computer Operations
- Strategy Making
- Document formatting
- Data Entry
- Organizational Skills
- Quotation Preparation
- HTML (Basic)

## LANGUAGE

- English 
- Hindi 
- Marathi 

## HOBBIES

- Singing
- Sketching
- Cooking
- Badminton