



Neha Gupta

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Professional Summary

Ed-tech trainer with experience empowering educators and students through technology. Skilled in delivering effective training for learning management systems and educational software. Strong communication and collaboration skills, committed to staying current with emerging trends.

SKILLS

Jolly Phonics	★ ★ ★ ★ ★
Communication	★ ★ ★ ★ ★
Team Player	★ ★ ★ ★ ★
MS Office	★ ★ ★ ★
Leadership	★ ★ ★ ★

WORK EXPERIENCE

Assistant Manager - Training, Extramarks Education India Pvt. Ltd. (2021 > Present)

Conducted over 300 teacher training sessions in Gujarat and Rajasthan and trained more than 5,000 teachers.

Counseled approximately 100 students on academic growth.

Conducted Orientation on Art of Parenting and Stress Management.

Achieved certification for conducting the highest number of training in the West 2 region.

Conducted internal Sales Team Training on Product, Teamwork, and Corporate Professionalism.

Ensured seamless execution of training initiatives across the organization.

Worked closely with the Manager to identify training needs, develop training materials, and facilitate training sessions for both in-person and remote audiences.

Evaluated the effectiveness of training programs and made recommendations for improvement.

Assisted in designing and delivering effective training programs for educators and students using Extramarks' EdTech solutions.

Territory Manager - Academic & Audit, Shanti Educational Initiatives Ltd (2015 > 2018)

Trained teachers and organized orientations for parents, addressing their concerns.

Resolved queries of school management and organized academic events.

Ensured smooth functioning of academic programs and

conducted telephonic academic counseling.

Guided and supported teachers, conducted weekly in-house training, observed and provided feedback on performance.

Stayed up-to-date with innovative education practices.

Curriculum Developer, Shanti Educational Initiatives Ltd - Shanti's Hopskotch (2016 > 2018)

Developed curriculum with the objective of fostering 8 multiple intelligences in children.

Conceptualized and planned academic calendars and timetables.

Prepared creative worksheets and child-centric lesson plans for the holistic development of children.

Created planners for co-curricular activities and prepared monthly newsletters for the school

International Research Associate, Azure Knowledge Corporation (2015>2016)

Understanding business objectives and designing surveys to discover prospective customers' preferences. Devising and evaluating methods for collecting data, through surveys and questionnaires.

EDUCATION

**Bachelor of Education, JG College of Education
(2016 > 2018)**

**Bachelor of Arts, Maharaja Sayajirao University
(2011 > 2015)**