

KANISHKA GUPTA PARIHAAR

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**Career Objective:**

To utilize my knowledge in attaining organization & self-aspirations, manage multiple profit centers that provide me a cohesive and challenging environment.

Key Skills:

Good Team member having perfect combination of Hard & Smart working, Goal oriented, able to manage the work with minimal supervision (if required), Can Handle work Pressure and stress.

Academics:

YEAR	COURSE	INSTITUTE/COLLEGE	BOARD/UNIVERSITY	%
2005-07	MIB	I.M.S, Dehradun	H.N.B Garhwal University	68
2002-05	B.Sc(I.T)	MACS	S.M University	80
2001	12th	Little Scholars, Kashipur	CBSE Board	60
1999	10th	R.R.K, Chandausi	CBSE Board	60

Specialization: International Business**Certified from Edureka----Full stack web Developer(4 Months certificate)****----Data Analysis(4 months certificate)****Professional Experience:*****Reached MOUNTAINEER RANK in Sales Force****❖ Working as Adjunct Faculty Quality coordinator from 20th Aug 2022 till.****(Received top performer award in just 40 days after joining the team)**

- > Recruiting Adjunct Faculties for the Delivery partner and providing training, managing and performance guidance on all the portals used by Edureka.
- > Helping learners in Learning management system(LMS)
- > Training Adjunct Faculties on Academic courses and taking Daily Activity Report meetings with weekly presentations.
- > Supporting the learners/students' counselling with respect to training and creating technical content.
- > Overall communication with learners through whats app, email.
- > Support centres for the centre Launch and Batch Start.
- > Coordinating and guiding faculties by conducting live sessions.
- > Supporting and motivating learners during their assignments and projects and arranging different resources for their learning.
- > All academic progress needs to maintain in the Zoho sheets of learners.
- > Working on Feedback of learners from their experience and connect with concern team for recommended changes.

- Conducting different placement activity rounds for learners..

❖ **Worked as Business Development Manager in Arravalli Biz Private Company from 28th Feb 2022 to 10th Aug 2022**
Job Responsibilities

- Managing all details of launching a new health drink
- Product development and finding innovations
- Coordinating with Manufacturer Unit and Inventory Unit
- Coordinating with different Digital agencies
- E-mail marketing for Global markets using written as well as verbal communication.
- Client Relationship Management
- Creating and approaching different segments of market for the Product
- Managing all Backend work from the office
- Providing daily report to the CEO
- Regularly visiting clients for product demo.
- Daily Analysis over the competitive products and taking steps for betterment in our product
- Suggesting changes to the product according to the market

❖ **Worked as Business Development Manager in Wooden street E commerce Furniture company from 1 Dec 2000 to 17th Feb 2022**
Job Responsibilities

- Taking care of PAN India stores administration
- Providing training to new store employees internally and assisting pre-sales and post sales process.
- Accessing all CRM Reports
- Providing daily reports to CEO
- Managing Coordination between all departments for store employees
- Creating events on stores to promote sales
- Providing new ideas for promotions
- Tracking sales and comparison from last data
- Keeping record of Inventory in stores
- Providing new things to CRM developers for the better Reports
- Solving daily queries of Store managers and help them to increase their sales

❖ **Working as Business Development and Mentor with Coding Hero from June'20 to August 2022.**
Job Responsibility

- Providing ideas to enhance the business.
- Enhancing Creativity in current system.
- Conducting batches of Scratch, Pythons and web designing for domestic and International students.
- Content writer for Syllabus material.
- Taking meetings with the parents to understand the requirements and try to provide the solution for the same to the company.
- Provide training to new joiners and clear the concepts of old mentors.
- Also contributing in the blogs of Coding Hero

❖ **Worked as an Administrator and New Installation Back Office in Schindler India (Third Party) from June 2019 to March 2020.**

Job Responsibility

- Taking care of all administrative work in office like Vendor Management and Office Management.
- Coordinating in Man power joining and exit formalities.
- Conducting all Employees engagement and motivational activities.
- Travel Management.
- Handling all activities of New Installation of lifts in SAP.
- Coordination with Head Office for New Order process and Installation process activities.
- Handling CMS activities.

❖ **Worked as Administrator Incharge & Computer Teacher in The Vivekananda School, Gurgaon from Jan 2017 to 31st March.**

Job Responsibility

- Taking computer classes from Grade I to Grade VI.
- Maintaining all Database of school (hardcopy and softcopy).
- Taking care of Student, Teachers and 4th class employees Id Cards, including the 4th class employee police verification and teacher's documents.
- Designing worksheets, Weekly planner, circulars and syllabus for students.
- Taking care of all marketing (Canopy, promotional events, societies visit) of school.
- Handling all purchases (Stationary, Grocery)
- Fees management.
- Counselling and Resolving queries of parents.

❖ **Working as Account Manager with EduSprint(Saas) from Jan 2017 to 31st March 2019(Part Time)**

Job Responsibility

- Meeting with Schools, presentation of software.
- Conducting training for new joiners after hiring them.
- Understanding the individual customer (school) requirements and try to implement the functionality with the internal team
- Regular in touch with the customer, identify the current issues after taking feedback and try to accomplish the required changes.

❖ **Worked as Administrator in Euro Kids Play School placed on Sohna road Gurgaon- from July'2015 – Dec'16.**

Job Responsibility

- Strong coordination with Head Office for regular school operations.
- Introduction of Computers for little Kids.
- Data base management.
- Handling Admissions Enquires & Consultation.
- BTL Activities for School promotions in Societies & Local events.
- Transport management.
- Fees Management
- Handling parent queries & Feedbacks.

❖ **Worked as Class Teacher – 4th Std in Sanskar World School from Apr 2013 to Mar 2014.**

Job Responsibility

- Responsible for Entire Class Room Activity for 4th Std
- Taking Computer Theory and Practical classes for 1st to 8th Std.
- Handling major responsibilities related to the Examination and thereafter processes.
- Designing a framework to establish a qualitative educational environment.
- Coordinating the information to the senior management related to the CCE pattern. ➤ Designing the curriculum adhering the CCE process and considering the institutional reputation. ➤ As an extra curriculum activity was involved in designing a library management system to make the process automate.

❖ **Worked as Computer Coordinator in Shiksha International Public School at Modinagar from Dec 2012 to Mar 2013**

Job Responsibility

- Designing the Presentations (in PowerPoint) to reflect the institutional capabilities for various stake holders.
- Promoting the business from the scratch considering all the required parameters.
- Design all the required documents related to the school management(ex: Admission form, Time Tables , Medical Form, Teacher Form ,Exit Slip etc.)
- Selecting curriculum for the School after analyzing the qualitative content.

- Projected the educational Plan for various standards.
- Designing the worksheet (in exceptional cases) for the required knowledge of the students and instruct the faculties to cover as per schedule.
- To conduct PDC (Personal development classes) which covers junior standards i.e. finding Fine, Gross and Motor activities for the kids for creative learning.
- Designing constructive ideas related to the various curriculum activities for the Assembly Themes.
- Conducted various meetings (one to one) to the parents for suggesting the required improvement.
- Data Management.
- Almanac Designing (Student, Teacher)
- Generating ideas related to School Décor.
- Making designs for Notice Board, Class Board, Students Board.
- Making innovative Students Certificate for Students and Teachers Motivation.
- Working in CCE Model.

❖ **Worked as Teacher at BBPS Modinagar from April'12 till Nov'12**

- Taking Computer classes from 1st to 8th Std.
- Taking Science classes from 4th to 8th Std.

❖ **Worked as Asst. Merchandiser in Sharda Exports Meerut for a period of 8 Months.**

Professional Certification:

- Certificate of Oracle 8i from TATA InfoTech Education.
- OOPS using C++, JAVA and C# from TATA InfoTech Education.
- Visual Basic 6.0, VRML, Web Publishing using HTML, Wings, Web Designing & Multimedia, Active Server Pages, JAVA Script, XML from TATA InfoTech Education

Technical Skills & IT Exposure:

Languages	Java, C, C++, PL/SQL, Ms Office, VC++, V.B, A.S.P, WML, XML, XML Script, VRML, Web Designing, Oracle, Java, JavaScript.
Operating System	Windows 95/98/NT, Window2000, Vista, Windows 7, Windows 8

Summer Training:

Project	Export in Textile Industry
Organization	Orient Craft Ltd, Gurgaon
Role	<ul style="list-style-type: none"> • Domestic as well as Overseas Client Interaction. • Managing various MIS process. • Purchase & Sales Management including Inventory Management. • Managing various process flow of export house. • Managing day to day activity related to required artifacts.
Description	This Project includes various purchase & sales order handling for the inventory, Managing various MIS activities, Client interaction, Preparation of various Legal & functional specification with in defined business model.
Duration	2 Months (07/06/2006 to 02/08/2006)

Academic projects/presentation:

Project	Library Management System
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Role	<ul style="list-style-type: none"> • Design & Development of various Software Modules. • Designing & Development of Webpage. • Database Designing & Development.
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Description	The aim of this project is to keep records of books in the library & management of books to the student.
Technology	Visual Basic and Developer Data base
Duration	3 Months

Extra-Curricular Achievements:

❖ Actively Participated in Cultural Activities organized by various NGO & Colleges. ❖
 Participated in Blood Donation Camp as a volunteer in College Campus, Dehradun. ❖
 Participated in Quizzes/Olympiad at School Level.

Personal Information:

Husband's Name	Ateet Kumar
Husband Profession	Service – Udaipur
Kid	2 Daughters
Date of Birth	11th Mar 1984
Languages Known	English, Hindi
Hobbies	Interacting peoples, Hand crafting &Cooking
My Streanth	Public speaking
Address	Sobhagpura Udaipur