

## **Aastha Gulati, B.E**

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### **EXECUTIVE SUMMARY**

A self-motivated and hardworking professional with a specialization in administration and coordinating tasks. Always keen to learn and adapt to innovative task-completion methods. Experienced in Skillful and efficient management of people. Managing the projects with complete ownership along with maintaining the stock inventories and the other important databases of the organization. Skilled to manage multiple projects simultaneously with complete focus and determination.

### **FUNCTIONAL EXPERTISE**

- Creating Annual Project reports, project proposals, and Grant appeals
- Managing Stock inventories
- Recording the incoming and outgoing funds
- People Management and coordinating the task allocation
- Managing the admission process.
- Creating elaborate MIS record sheets and reports
- Recording the day-to-day events and data
- Managing and coordinating the CSR programs
- Event Management
- Creating Class timetables in academics
- Coordinating the complete process of New admissions in school and recording all the data during the admission process.
- Computer proficiency
- Teaching experience of 5+ years with primary to middle school Classes.
- Mathematics, Science, and Computer Science teaching expertise for junior and Middle School ( Class 3 to Class 7).
- Coordinating the complete examination process starting with the printing and distribution of examination papers.
- Dealing with Crowdfunding platforms

## **FUNCTIONAL EXPERTISE DEMONSTRATED :**

**DIKSHA Charitable Trust**

**Sept'2015 to Dec'2022**

### **Coordinating manager**

Incharge for all the administration and academic projects of the organization with an experience in the below tasks for over 6 years.

- **Creating the annual project reports, project proposals, and grant appeals:**  
Drafting and editing the annual project reports by collating the pictures and data for every event of the organization including the accurate statistical data. Preparing the Agenda and budget for creating the required grant appeals and project proposals.
- **Managing the Stock Inventories:**  
Collecting the bulk requisitions and contacting the distributors/retailers for the procurement of the required stock items. Collecting multiple quotations and comparing the prices for the cost saving of the organization. Collecting the required items and maintaining accurate inventories for every single piece of every article procured and distributed.
- **People management and coordinating the task allocation:**  
  
Uniform and unbiased allocation of duties and assignments to staff members on the basis of their skillset and availability.
- **Computer Proficiency:**  
  
Being an experienced software professional, I have a thorough knowledge of the basics of computers involving working on MS Office and as a computer facilitator for junior and middle school children.
- **Teaching Mathematics and Science:**  
  
Have taught mathematics and Science to students of Classes 5 to 7 as per the CBSE curriculum. Have the expertise in conducting online Classes for the students of the above-mentioned grades using the Pentab. Have also taken online Classes for Mathematics and Science for one of the international students. Have a clear knowledge of concepts and have introduced the concepts to the children with appropriate examples and fun-loving methods.
- **Creating the academic timetable for multiple Grades :**  
  
Experienced in setting the professional timetable involving the allocation of teaching periods in different grades in a school as per the availability of the facilitators.

- **Managing and coordinating the CSR programs:**

Complete coordination of all CSR programs starting with conversations with the CSR/HR departments of the corporations, scheduling the CSR activities, Managing funds and volunteers for the activities along with timely procurement of required items.

- **Event Management :**

Managing the in-house events as well as events organized by third parties. Skillfully scheduling the meetings, engaging the appropriate vendors for the events, sending invites to the guests, and managing the costing and sponsorships in the events.

**RBS Technologies Pvt. Ltd.**

**Oct'2008 to Apr'2011**

**Mainframe Developer:**

We developed a database for customer data security for insurance portals.

**Fidelity India Pvt. Ltd.**

**Apr'2007 to Oct'2008**

**Mainframe Developer:**

Automation of the Project reporting process and won the award for the best project of the year.

**Infosys Technologies Pvt. Ltd.**

**Jan'2006 to Mar'2007**

**Trainee and Mainframe Developer :**

Trained for mainframe software development projects and worked in various client projects for developing security report systems in the Insurance domain in different domestic locations of Chennai and Pune.

**EDUCATION:**

- Bachelor of Engineering - Maharshi Dayanand University, Kurukshetra, Haryana, India

- Electronics and Instrumentation Engineering  
2001-2005
- SSC (10+2) - St. Mark's Public School (New Delhi, India)  
2000-2001
- HSC (10) - St. Joseph's Convent School (Jabalpur, Madhya Pradesh, India)  
1998-1999

### **ACHIEVEMENTS AND AWARDS:**

- Won prizes in state-level and zonal-level fabric painting competitions in schooling.
- Won prizes in Sanskrit and English recitations in schooling.
- Conducted training on various skill sets of software in working tenure as a software engineer.
- Awarded for best teamwork award in Fidelity and RBS technologies for developing new software solutions working as a team.
- Completed the 3-day workshop for adolescent age, by Lion's Quest.

### **SKILLS:**

- Working knowledge of MS-Office
- MIS reporting
- Fundraising
- Vendor dealing
- Basic Computer Teaching
- Academic Timetable