

# NAVIN CHANDRA PATHAK

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📍 Delhi, India

## SUMMARY

To work with an organization offering a challenging, responsible & creative working environment & which encourages innovation & continuous learning.

## EXPERIENCE

03/2013 - 07/2024

GTB Nagar, Delhi

• DTP Head

**Career Endeavour Academy**

- Managed all administrative and typing tasks for the GTB branch.
- Led office operations to ensure smooth functioning and efficiency.
- Played a key role in supporting the training of students preparing for the IIT JAM and NET exam.

10/2007 - 01/2013

Patel Nagar, Delhi-8

• DTP Head

**Landmark Institute**

- Led the data publishing department, Typed the required materials and oversaw the production and dissemination of academic materials.
- Managed a team to ensure accuracy, quality, and timely publication of data.
- Implemented efficient processes and technologies to streamline data management and publication.

07/2002 - 09/2007

Nirman Vihar, Delhi-92

• DTP Operator

**Acharya IIT-JEE Institute**

- Typed and formatted educational materials for IIT JEE preparation.
- Collaborated with educators to produce high-quality study materials.
- Utilized various DTP software to create visually appealing and effective documents.

03/1998 - 08/2002

Preet Vihar, Delhi-92

• DTP Operator

**Space IIT-JEE Institute**

- Prepared and formatted educational content for IIT JEE exam preparation.
- Ensured the precision and readability of all materials typed.
- Coordinated with faculty to create and update study guides and exam papers.

## SKILLS

Microsoft Word

Microsoft Excel

Microsoft Powerpoint

Page Maker

Corel Draw

Equation Editor

Maths Type

Chem Draw

## EDUCATION

06/1993 - 07/1996

• Bachelor's of Science

Kumaon University

## STRENGTHS

Leadership

Problem Solving

Adaptability

Team Collaboration