

HIMANI PANDEY

Mob. No.: +91-9899570955

E-Mail: himanipandey235@gmail.com

Seeking assignments in the domain of Education with a growth-oriented organisation preferably in Education/IT/FMCG/E- Commerce

--: Career Objective: --

To work for the organization's development and growth by timely execution of each and every assignment and making a continuous good contribution to the bottom line of the organization

Professional Summary –

Mass Communication professional with more than 10 years of experience in Publishing, Public Relations, Administration, Business Development, Training and Team Management in the field of Education and Publication.

Currently working as **Academic Head** –with English Acharya – A **Divyavaani Consulting venture** and Center Manager and Consultant with **Tathagat Tutorials Lucknow**.

ORGANIZATIONAL EXPERIENCE

Feb 2023- July 2023

Tathagat

As Center Consultant

Responsibilities:

- ❖ Providing support and guidance to students, including academic counselling, and addressing their needs and concerns.
- ❖ Hiring, training, and supervising teachers and support staff.
- ❖ Conducting performance evaluations and professional development for staff members.
- ❖ Managing the admission process, including student enrollment, registration, and scheduling.
- ❖ Building positive relationships with parents, guardians, and the local community to foster a collaborative educational environment.
- ❖ Maintaining student records and preparing academic reports, such as report cards and transcripts.

Jan'18- till date

Divyavaani Consulting Pvt. Ltd. – English Acharya

As Academic Consultant

Responsibilities:

- ❖ To acquire business both in online and offline mode
- ❖ Actively involved in teaching, team management and operations
- ❖ Successfully managed job postings on various social media platforms, expanding the reach of job listings to attract a wide pool of candidates.
- ❖ Prepared detailed job descriptions (JD) that effectively communicated role requirements and company expectations.

- ❖ Conducted initial candidate interviews and assessments, including skill testing, to evaluate qualifications.
- ❖ Collaborated with hiring managers to understand staffing needs and expectations.
- ❖ Conducted initial candidate screenings, coordinating interviews, and providing information to hiring managers.

Jul'15-Jun'17

VC Techsoft

as Senior Editor and Resource Manager

Responsibilities:

- Resourcing with co-editors, DTP operators, graphic designers, and authors
- Copy editing of the manuscript according to the in-house style.
- To organize BTL activities for retail as well as corporate clients.
- Quality checking and finalization of the edited text.
- Checking the chapters, giving feedback to junior editors, and checking the manuscript's plagiarism.
- Team building and management.

Sep'11-Jul'14

Jaypee Brothers Medical Publishers

as Assistant Editor

Responsibilities:

- Resourcing with co-editors, DTP operators, graphic designers and authors
- Copy editing of the manuscript according to the in-house style.
- To organize BTL activities for retail as well as corporate clients.
- Quality checking and finalization of the edited text.
- Checking the chapters and giving feedback to junior editors, Checking the plagiarism for the manuscript.
- Team building and management.

OCT 10-Aug'11

B. Jain Publishers

as Associate Editor

Responsibilities:

- Editing and proofreading manuscripts (medical and non-medical) on hard copy, MS Word and PDF files.
 - Coordinating with authors, editors, freelancers, operators and designers to complete projects on time.
 - Quality checking of edited text and finalization of the project.
 - Translation of Homeopathic brochures
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ACADEMIC CREDENTIALS

↔ 2012	Postgraduate Diploma in Translation from Bhartiya Anuvad Parishad, Delhi
↔ 2008	Bachelor of Mass Communication from Indraprastha University, Delhi
↔ 2005	Intermediate from Navyug School, Peshwa Road, New Delhi (C.B.S.E.)
↔ 2003	Highschool from Navyug School, Peshwa Road, New Delhi (C.B.S.E.)

COMPUTER PROFICIENCY

- ↔ MS Office (Excel and Powerpoint)
 - ↔ Basic
 - ↔ Internet Applications
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Extra-Curricular

- Worked as a media coordinator in Vodafone Delhi Half Marathon, 2007 and Airtel Delhi Half Marathon, 2008 with Procam International.
 - Internship, 40 Days internship in Delhi Aaj Tak's Programming Unit, New Delhi.
 - Internship, AIR (Reporting Department), New Delhi in 2006.
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Personal Details

- Gender: Female
- Father's Name: Mahesh Pandey
- Mother's Name: Mohini Pandey
- Nationality: Indian
- Language proficiency – Sound knowledge of both Hindi and English (speak/read/write)
- Date of Birth- 23rd August 1988