



# TEJAS MANDAL

## OFFICE ASSOCIATE

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🏠 Bangalore, India-560091



## Experience



### FLURN TECHNOLOGIES PVT LTD

Founder's office

Dec 2022 to Present

#### Curriculum design and development

- Created three successful extracurricular programs called Creative movement and dance, Creative expressions and Creators camp.
- Piloted and scaled the program from 0 to 500+ students.
- Each program was focused to nurture 21st century skills.
- All programs recurring revenue are on average of 8 lacs monthly.

#### Teacher hiring and training

- Created a complete funnel of supply chain - Teacher acquisition - Onboarding - Training - Teacher support and Off boarding.
- Track record of scaling teachers from 0 to 50 teachers.

#### Other mega projects

- Managed Flurn Creative Festival season 1 - 2023, BAF Apartment Habba 2024
- Created short term programs/workshops called Dance choreography workshop, Theatre workshop that brought the revenue of around 1lac monthly with an average of 50 students.

## Education



### ST. JOSEPH'S UNIVERSITY

Bachelors in Psychology, Theatre & Performance studies

2022 to 2025



### INTERNATIONAL INSTITUTE OF AVIATION

Advance Diploma in Aviation, Hospitality and Travel & Tourism  
2020 to 2022

## Certifications

- Airline Customer Service
- Business Analytics
- Graphic designing
- Professional grooming
- Galileo by Travelport basic course
- Wine & Spirit Education

## Technical Proficiency



Google Sheets



Google Docs



Google Drive



Google Slides

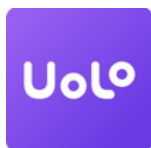


Google Forms



zoom

## OTHER PART TIME/INTERNSHIP FIRMS



### Dance choreographer | Team Leader | Content creator

- Managed operations and program execution across education, arts, and corporate domains.
- Coordinated with stakeholders to align goals and ensure seamless delivery.
- Designed scalable training programs to enhance learning outcomes.
- Optimized offerings through category management and market analysis.
- Combined creative arts expertise with talent acquisition and team training.



### Casa In Luxury Suites - Guest Relation Executive

- Managed check-ins, check-outs, and guest bookings seamlessly.
- Resolved guest concerns to ensure satisfaction and positive reviews.
- Handled front desk operations, payments, and coordination with housekeeping.
- Maintained a welcoming atmosphere and upheld luxury service standards.

## Strengths

- Effective communication skill.
- Organised & Result oriented individual
- Smart working, Dedication & Sincerity towards work.
- Ability to reach the time deadline.
- Ability to manage people with a positive attitude.
- Go extra mile to proactively manage tasks

## Awards

### THE GROWTH CHAMPION

Talentgum - Dec 2022

### THE STAR CHAMPION

Talentgum - Nov 2022

### GO THAT EXTRA MILE CHAMPION

Talentgum - Nov 2022

### EXCELLENT FACILITATOR

Crejo.fun- April 2022

### ULTIMATE TEAM PLAYER

Crejo.fun- August 2021

## Languages known

- English
- Kannada
- Hindi