

Pooja Joshi

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Objective

Seeking a position that will benefit from my strong technical and skill development experience to create skill development business strategies and develop strong company base.

Core competencies

- Over 10 years of experience in skill development sector, project management, leadership, and business growth & expansion.
- Excellent presentation skills and consultative skills.
- Strong communication skills, both written and verbal
- Preparing Target completion within deadlines.
- Revenue generation: Achieving target of the Company's Projects.
- Performed competitive analysis.
- Attended industry trade shows, exhibitions, seminars and training sessions to promote product and services.
- Maintaining public relation
- Exploring new business opportunities
- Coordination between marketing team, training team & client

Professional Experience

Marketing Head of Zensoft Technologies Private Limited (2015- till date). Some successfully completed programs in my leadership:

- **PMKVY (NSDC, Govt. of India)** trained & successfully certified 172 candidates (2015-16).
- BVG recruitment for **Dial 108 project** in 20 districts of M.P. (2015-16).
- Successfully conducted online examinations for **Pearson Inc., USA** for around 3500 candidates per term (2015-16 & 2016-17).
- Successfully completed **ESDM (Skill Development)** project with IQBRI Pvt. Ltd. (TSSCI) 2016.
- Successfully completed **ESDM (Skill Development)** project with Adarsh Pvt. ITI (NIELIT) 2017.
- From 2017 successfully associated with **CRISP** and successfully completed so many training assignments in almost 25 districts.
- From 2018 associated with **MPCON Ltd.** and successfully completed some training assignments in **Technical Education Dept., M.P. Govt.** in 6 districts.
- From 2018 associated with **CEDMAP** and successfully completed skill development training assignments in **Tribal Welfare dept., M.P. Govt.** in 2 districts.
- Successfully conducted **Dept. of Science & Technology, Govt. of India** sponsored training program at **MANIT, Bhopal** (2019).
- Completed data entry work executed by the team of 10 operator for the **US process** (outsourced by a Gurgaon based BPO) (2019-20).
- Completed **social media promotion task** for the clients of Indore based App Development Company, executed by the team of 30 employees (2019-20).
- Successfully completed training of 210 lecturers from all over the M.P. under **RGPV, Bhopal** (2020-21).
- Successfully completed mobilization, training & placement of 60 candidates from Damoh & Singrauli, M.P. under CSR program **with CRISP (2020-21)**.

Organization : ProEves
Designation : Network Lead Digital Marketing (Work from Home)
Duration : Since Dec 2018 – Till Date

- FB page <https://www.facebook.com/proevesindia/>
- Working on FB and Instagram page to promotion, lead generation, banner making
- Screening Reports for Clients like Amazon, HP, DCB Bank, CISCO, Colgate, HCL and many more on their daycare requirement.
- Building relationship with client / daycares for agreement.
- Work on MIS sent to/by clients, daycares.
- Follow up for payments.
- Listing of daycares on portal (www.proeves.com), discussion of marketing plans for revenue generation.

Organization : Endeavor Careers Pvt. Ltd
Designation : Centre Manager
Duration : Since July 2011 – August 2012

Marketing Responsibility

- Assisting in brand management
- Competitor tracking and analyzing market trends
- Lead generation and follow-up with feedback reporting
- Assisting in front-end operations
- Career Counseling, B-school counseling & administrative staff handling.
- Organizing seminars and presentations in Colleges & institutes
- Brand Promotion with print media & electronic media (Tie-ups, Promotional activities etc.).
- Market research for competitor's information and new updates.
- Generating leads by approaching Directors, TPO's and owner of respective organization and institutes.
- Sharing the product knowledge with the parents/students

Maintenance & Personnel Management

- Vendor Management: Ensuring Timely processing of bills (cross check with tracker), Preparing purchase orders & placing orders, Processing of bills , various advance payments
- To ensure that follow-up and coordination regarding maintenance issues.
- Timely Bill Payments - all fixed ones
- Cost cutting
- Follow-up and coordination regarding support staff work and matters of center
- Timely Salary payment , bonus, loan of ALL SUPPORT STAFF
- Leave Management for support staff

Daily Checks & Reports:

- Ensuring Monthly schedules, test materials, attendance record are done.
- Ensuring class room allocations, handling students disciplinary issues, announcements & notice etc. are handled properly.
- Ensuring Updates in batch score card, sms reports, lecture report, library report on a daily basis.
- Ensuring operations report is generated on regular basis.
- Preparing Batch health report on monthly basis

Student and Faculty Student Coordination

- Checking notifications for B-schools and putting them on notice board after approval from Product Head
- Checking notifications for Endeavor events including mock tests and putting them on notice board after approval from Product Head
- Ensuring that lectures late deviations is reported to Product / Acads head.
- Ensuring that any additional lectures are informed to all students by the Ops executive by phone & SMS both
- Ensuring that follow-up with batch mentors & product head on batch transfer request status & admission cancellation.

Inventory Management & Other Coordination

- Checking inventory status of test papers and generating monthly requests in advance.
- Co-ordination and follow-ups of Endeavor Batch Management.
- Insertion of Master Schedule details into Software, latest by last working day of each month
- Arrangement and coordination for workshops and seminars.
- Mails, Posters, Notices and circulars of workshop, online and paper based CAT /GMAT/GRE Tests and other events.
- Co-ordination with IT for online mock tests.

Petty Cash Management of center.**Other Activities**

- Presentation of monthly operational reports
- Providing operational training to newly appointed employees.
- Looking after Housekeeping & Cleanliness of center.

Organization : T.I.M.E, Bhopal

Designation : Counsellor

Duration : Since Aug 08 – June 2011

Responsibilities:

- Career Counseling, B-school counseling.
- Sharing the product knowledge with the parents/students
- Online AIMCAT exam Coordination

Extra Curricula:

- NCC 'C' Certificate
- Organizing various cultural & Activities.
- Served as executive member of the departmental activities.

Educational Qualifications:

Qualifications	Institute / Board	Year of passing	Division
Bachelor of Engineering	UIT, RGPV(Bhopal)	2006	First

Personal Details

Gender Female

Nationality Indian

Date of Birth 21-11-1983

Languages English and Hindi

Hobbies Travelling, Reading and delivering motivational lectures

I, hereby confirm that all the information given above is correct and there is no exaggeration of any kind in the information given above.

Sincerely,

Pooja Joshi