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| **Karan Kundra**  Senior Manager  **Address** Jammu, J&K, 180004  **Phone** +91 – 7027770578  **E-mail** [karandbtech@gmail.com](mailto:karandbtech@gmail.com)  Striving to upgrade knowledge and practices to retain excellence in the professional brief” Dedicated Senior Manager with 12 years of exceptional management performance. Offering strong administrative and cross-functional collaboration skills to provide teams with support and guidance to surpass expectations. Well-versed in operations management, project operations and strategic planning.  **Skills**  Strategic planning  Excellent  Business administration  Excellent  Staff Management  Excellent  Cross-functional collaboration  Excellent  Documentation and reporting  Excellent  **Work History**  **2018-09 - Current Senior Manager**  *ICA Edu Skills Pvt Ltd, Jammu, J&K*  Updated operational methods, oversaw accounting procedures, tracked information and compiled data to improve efficiency.  Reduced expenditures by effectively negotiating vendor and service contracts to drive savings.  Drove team success through shared vision and recognition of quality performance.  Identified, reviewed and applied policies and procedures.  **2013-06 - 2018-09 Project Manager**  *India Can Education Pvt. Ltd, New Delhi, New Delhi* | |
| Tracked project and team member performance closely to quickly intervene in  " Mistakes or delays.  Recruited and oversaw personnel to achieve performance and quality targets. Verified quality of deliverables and conformance to specifications before submitting to clients.  Reported regularly to managers on project budget, progress and technical problems.  **2012-05 - 2013-06 Centre Manager**  *Don Bosco Tech Society, Jammu, J&K*  Coordinated special projects and managed schedules.  Prepared meeting materials and took clear notes to distribute to stakeholders. Sourced vendors for special project need and negotiated contracts.  Maintained CRM database with customer updates and report generation.  **2010-09 - 2012-02 Commercial Executive** | |
|  | *Jindal Cocoa Ltd, Jammu, J&K*  Planned and prioritized assigned tasks to meet deadlines.  Monitored flow of paperwork and directed information to appropriate departments. |
| Coordinated scheduling in high-volume environment.  Kept work area safe, organized and clean according to general office practices and OSHA requirements.  **Education**  **2007-03 - 2010-09 Bachelor of Computer Applications: Computer Applications**  *Lovely Professional University - Jalandhar*  **2011-04 - 2013-03 Master of Computer Applications: Computer Applications**  *Lovely Professional University - Jalandhar*  **Languages**  English, Hindi and Punjabi  Excellent | |