Sushant Khurana

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Education

Udemy *Udemy*
TEACHING & ACADEMICS *2026*
- Maths fundamentals by Krista King
- Geometry Basics to Advanced by Jackson Kailath

Google Careers *Coursera*
GOOGLE PROMPTING ESSENTIALS - UNLOCK AI'S POTENTIAL WITH EFFECTIVE PROMPTS *2025*
- Using AI to simplify complex tasks
- Applied techniques like Prompt chaining, Few shot Examples, and Meta prompts

Delhi University *Delhi, India*
B.A. WITH HONOURS IN ENGLISH LITERATURE *2014 - 2017*

British Council *Delhi, India*
UPPER INTERMEDIATE ENGLISH COURSE *2014*
- Proficiency in Reading, Writing, Understanding and Speaking
- Received Highest Grade in 2014 Batch

Skills

Artificial Intelligence	Prompt Engineering, Multi Modal Prompts, Generative AI, Few Shot Training, ChatGPT
Data Management & Automation	Data Entry Automation, Data Organization, Data Validation, Template Design
Software & Tools	Microsoft Excel, Google Sheets, Data Visualization, Report Generation
Business Operations Support	Invoice Processing, Purchase Order Management, Record Keeping

Experience

Technotrendz Solutions Pvt. Ltd. *Faridabad, India*
BUSINESS ANALYST
- Managed end-to-end tender documentation, including reviewing eligibility criteria, compiling technical and financial data, and ensuring accurate and timely submission in compliance with government procurement standards.
- Automated accounts payable processes by developing and implementing a system for the automated data entry of purchase invoices.
- Streamlined procurement documentation through the creation of standardized templates for both challans and purchase orders.

Content champion *Faridabad, India*
CONTENT WRITER-ACADEMIC CONTENT
- Developed structured, concept-centric questions and corresponding solutions aligned with the NCERT Curriculum for Classes 1–10.
- Study material subsequently adopted by Edtech companies like Brainly, Vedantu, Embibe, etc.

Senior secondary school *Ballabhgarh, India*
TEACHING INTERN – MATHEMATICS
- Conducted mathematics lessons for students of Classes 6 to 10 as part of a structured internship program.