

Madhurima Roy Chowdhury
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Objective:

To obtain a position of Academic Trainer and Coordinator with your esteemed organisation using a positive attitude, great attention to detail and accuracy, and a desire to succeed in a fast-paced environment to make a difference in training profession. Bringing strong organizational and communication skills to provide successful support to the organization.

EDUCATIONAL AND PROFESSIONAL DEVELOPMENT:

- Senior Secondary School Education from C.B.S.E.
- Graduation B.A (Hons) Philosophy from Delhi University.
- DIPLOMA in N.P.T.T with integrated training program from BAL BHAVAN and ECCE certification.
- Certified course in French language [A1 level (A part and B part)] from Alliance Francaise.
- IELTS certification from British Council.
- Certification done in acting from National School of Drama.
- Pursuing M.A in Philosophy from IGNOU.

Work Ethic and Key Strengths:

- Disciplined – Self-analyst
- Methodical – Ambitious
- Dedicated – Problem Solver
- People Person – Planner and Guide
- Progressive – Diplomat/Candid/Negotiator
- Work Ownership – Resolute
- Highly Organised – Mentor and Motivator
- Committed – Perceptive & Lateral Thinker
- Decisive – Level Headed
- Team Player – Leader

Professional Expertise

Presently Working:

Chanakya IAS Academy (27th June 2019 to present)

Academic Coordinator/Manager

Job Profile:

- Coordination with Students and trainers.
- Handling Student Grievances.
- Managing payments and training requirements.
- Maintaining overall data of trainees (attendance, progress, evaluation)
- Coordination on all the administrative and academic responsibilities
- Direct coordination with trainer/faculties and management.
- Maintenance of training calendar and trainee details
- Handling reports and data of multiple branches
- Planning and organizing training sessions and inductions
- Preparation of trackers and weekly reports

International Women Polytechnic (22nd June 2015 to 30th May 2019)

N.P.T.T trainer /Academic/Administrative Coordinator

Job Profile:

- Lectures on child psychology, educational philosophy, method of teaching, education and health & hygiene
- Helping students to prepare lesson plan
- Guiding trainees on creativity and utilization
- Preparing trainees on teaching skills
- Soft skill classes and personal development
- Maintaining overall data of trainees (attendance, progress, evaluation)
- Coordination on all the administrative and academic responsibilities
- Direct coordination with trainer/faculties and management and multiple branches
- Arrangement of training logistics as per the programmed sessions

- Maintenance of training calendar and trainee details
- Handling reports and data of multiple branches
- Planning and organizing training sessions and inductions
- Preparation of trackers and weekly reports

Career History

- **International Women Polytechnic - Lajpat nagar, New Delhi (June 2012 - March 2013)**

N.P.T.T trainer for lectures and Art & Craft

Job Profile:

- Lectures on child psychology, educational philosophy, method of teaching, education and health & hygiene
- Helping students to prepare lesson plan
- Guiding in Art & Craft (For Nursery and Primary well)
- Preparing students for teaching profession
- Soft skill classes and personal development
- Maintaining data of students as per admission date (file submissions, examinations, marks, attendance, financial dues)
- Retaining students

- **Worked in Impetus Consultants Pvt. Ltd.**

HR Executive Recruitment

Job Profile:

General Summary: Strong recruitment experience with a background in sales and business management. Exceptional ability to understand business needs and rapport with the hiring. Maintaining the high quality of candidates for the multiple companies.

Job Description

- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.

- Worked against stiff targets for number of candidates, demanded by multiple clients.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintains quality service by establishing and enforcing organization standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks.

Work Experience in Hcl BPO Services:

- BT (British Telecom) Back office customer service executive

Job Profile:

- Semi-technical work on the portal by British Telecom.
- Dealing with business clients of BT according to individual requirements.
- Managing and formulating data provided by the manager.
- Making and reviewing all the lines orders placed by the customer as per their time and need.
- Making appointments for installation of line as per the order.
- Informing the customer and providing the information according to the order placed by the customer.

Other Details:

IT Skills

Proficient in the use of MS Office, including Word, Excel, PowerPoint, Windows Platform and Internet.

Additional Information:

Languages known: English, Hindi and Bengali.

Interpersonal Strengths: Confident, Good learner, Optimist, Team worker, Self-starter.

Personal Profile

Father's Name: Mr. Arun Kumar Bose

Date of Birth: 20/07/1987

Gender: Female

(MADHURIMA ROY CHOWDHURY)