ASHA MEENA

Female, 23

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION** | | | |
| **Year** | **Degree/Certificate** | **Institute/School, City** | **% / CGPA** |
| 2010 | B.Tech., Electronics and Communication | Compucom Institute of Information Tech. & Management, Jaipur | 67.97% |
| 2006 | Class XII (CBSE) | Kendriya Vidhyalaya No.1, Jaipur | 65.60% |
| 2004 | Class X (CBSE) | KendriyaVidhyala No. 2, Jaipur | 68.00% |

|  |  |  |
| --- | --- | --- |
| **PROFESSIONAL EXPERIENCE 22 Months** | | |
| **KINGS EDUCATION** | **Centre Manager** | **Aug 10 – Jun 12** |
| Kings Education is one of the leading coaching institutes for CAT, MCA, CRT etc in Jaipur with approximately 1500 students enrolled across various courses.  **Responsibilities:**   * **Headed a 20 member team** that conceptualized day to day operations of the centre and implemented the same * **Part of promotion team** of Kings Education by organizing seminars, quizzes and scholarship tests in colleges across Jaipur * Counseled students regarding various career options and was the point of contact between different stakeholders * Analyzed the feedback provided by the students and improved the deliverables like teaching methodology * Analyzed of the feedback and reported to directors for future planning of institute operations   **Achievements:**   * Recognized as a key member and was thus **promoted** as **centre manager** in the record time * Played vital role in **opening a new centre** of Kings Education at Jaipur * Awarded as **the best employee award** for accomplishment during the year for 2011 * Played an important role in increasing the number of students by **100 %** and **revenue by 1.5 lakh rupees** | | |

|  |  |
| --- | --- |
| **ACADEMIC ACHIEVEMENTS** | |
| * Achieved academic excellence award for best academic performance in Compucom Institute of Information Technology and Management(CIITM) | 2006-07 | |
| * **Selected** for the post of **Probationary Officer**(PO) in **Bank of India** and **Indian Overseas bank** | 2011-12 | |
| * **Qualified** All India Common Bank PO/MT examination conducted by **Institute of Banking Personnel Selection** **among 200000 applicants** | 2011-12 | |
| * **Called for interview** by 19 different public sector banks for Probationary Officer | 2011-12 | |
| * **Won the State Level** Quiz Competition organized by United Bank of India awarded cash prize of INR 1000 | 2011-12 | |
| * Industrial Training at **North Western Railway, Jaipur**   Undergone 35 days intensive training program at telecommunication department of North Western Railways, Jaipur. As a part of the training program, received training in Optical System, PA System, PRS, Computer Networking, Microwave installation CCTV, control wireless etc. The work was appreciated for excellent performance | 2009-10 | |

|  |  |  |
| --- | --- | --- |
| **POSITIONS OF RESPONSIBILITY** | | |
| **Position** | **Key Achievement** | **Period** |
| **Core member,**  Technical and cultural fest, CIITM, Jaipur | * Co-ordinated the entire event in which 100 students from different colleges participated * Organized technical quiz and debate on role of technology in improving the society * Organized the annual cultural program | 2009-10 |
| **Core Member,**  Sports Committee, CIITM, Jaipur | * Organized inter college sport meet participated by more than **500 students** * Point of contact to address sport concerns of the students * Ensured overall participation of students in sports and extracurricular activities | 2009-10 |
| **Class Representative,**  CIITM | * Responsible for reconciling and coordinating between students and faculty * In charge of organization of all intra-department curricular activities | 2008-10 |

|  |  |
| --- | --- |
| **EXTRA-CURRICULAR ACTIVITIES** | |
| * **Awarded best player** while representing CIITM at **University** **level** sports meet at LBS College, Jaipur | 2009-10 |
| * Member of basketball team which won intra school tournament twice in class X and XII | 2003,05 |
| * **First prize** in Kabaddi tournament and relay race competition | 2003-04 |
| * Participated in 15-days **state level basketball** summer camp organized by North Western Railway Sport Association at Jaipur | 2005-06 |
| * Stood first in inter college Quiz and Debate competition in college | 2009-10 |
| **OTHER INTERESTS** | |
| * Keen interest in sports, especially playing Basketball and regularly follow Indian Banking sector | |