

# Arvind



## Personal Info

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Arvind91366419@gmail.com

## About Me

I would love to describe myself as an ambitious visionary who works hard to achieve goals. An ever – alive desire to learn, to update my knowledge & willing to accept a responsible job, which fully utilizes my knowledge leading to the growth of myself as well as the organization. I'm an active person who loves adventures.



## Summary

A B.A Graduate, specialized in Office Executive and Institute Manager 4+ years of experience with a demonstrated history of working in the Skill Providing NGO and PMKVY skilled in - MIS, Reporting & Analysis. Additional experience has been gained in the areas of staff responsibility, leadership, team building & project management. Track record of being an essential part of the management team and instrumental in providing effective solutions that produce immediate impact & contribute to the establishment of success.

## Work Experience

**PMKVY**

**Aug 2014 – Sep 2017**

*AGAR NAGAR, New Delhi*

**ADMINISTRATIVE Executive – INSTITUTE MANAGEMENT**

PMKVY deals in free Educational courses

- Responsible for handling the management of Institute
- Teaching
- Responsible for the student's admission and enroll them on government portal

**ARYAN ENGINEERS WORKS**

**Oct 2017 – Jan 2020**

*ANAND PARWAT, New Delhi..*

**Operation Manger – Auto Parts**

Krishna panels deals and manufacture the complete range of Plywood, Doors & Board, Distribution Boards & Modular Ply. Also, serving from 10 years as Quality Plywood for well-known brands in Indian Market.

- Responsible for handling the accounts of the Consignment Agents & to prepare complete reports.
- Construction, development, design & controlling of all MIS activities to meet the information requirements.

**NALANDA INSTITUE OF SUCCESS**

**Jan 2020 – Oct 2021**

*AGAR NAGAR, New Delhi..*

- Responsible for teaching students
- Home tuition classes
- Mobilizing Students
- Teaching

**AAM foundation**

**Freedom Employability Academy**

**Oct 2021 – Present**

*VASANT VIHAR, New Delhi..*

**Students Sign-up Executive –**



## Languages

- English
- Hindi



## Skills & Strengths

- Leadership, Taking initiative, Goal Driven & Good communication skills.
- Problem Solving, Teamwork, Flexible, Project & Time Management
- Adapt learning materials to students needs
- Positive Attitude
- Problem Solving
- Hard working and Confident
- Quick Learner



## Key Achievements

- Collaboration with staff
- Team work
- Managing students
- Make interest of student's in the study



## Education

Bachelor of Arts  
Delhi University

2014 – 2017



## Hobbies & Interest




## Certifications

- |  |      |
|--|------|
| • FEA Graduate                                   | 2021 |
| • Bosch trainer                                  | 2021 |
| • Digital Marketing                              | 2018 |
| • ITI Mechanical Refrigeration & Air conditioner | 2017 |

## Personal Profile

- Father Name – Sh. Dal shrigar
- DOB - 03 Dec, 1996
- Gender - Male
- Marital Status - unmarried

 Arvind, hereby solemnly declare that all the above information is correct to the best of my knowledge and faith

Sincerely

( Arvind )