

Contact HR Consultant for CV No: 339953

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**OBJECTIVE**

To achieve a position in a company where I can use my expertise, knowledge and experience which can be a mutual advantage.

**SUMMARY**

* Experienced business professional with **20 years of experience** in Computer Education Industry.
* Committed and goal-oriented from past **16 Years of successful experience** in business development and leading educational business.
* **Managing Director of Universal InfoTech**, leading educational & corporate training institute.
* Planning and managing more than **500 students every year** and trained **Approx. 8000 students and employees** till date.
* Experience in **training, administration, business planning and development.**
* Exceptional client service skills developing few **key client relationships** with some of the well-
* known private and government sector in India.
* Strong people management and team building skills along with excellent presentation and public speaking abilities developed through extensive participation at different colleges, schools, government and private sector forums as a featured speaker.
* Skilled in identifying new business opportunities and improving efficiencies to maximize results and minimize the costs even in a variety of situations.
* Proficient at many computer programs and applications.
* Organized, self-motivated and enthusiastic.
* Capable of working individual or in teams.

**Areas of expertise:**

|  |  |  |
| --- | --- | --- |
| -Web Designing | -Project Development | -Database Management |
| -Graphic Designing | **-Training/Supervision** | **-Multitasking** |
| **-Strong negotiation skills** | **-Administration** | **-Problem Resolutions** |
| **-Strategic Planning** | -Process Improvement | **-Client Relationship** |
| **-Budget Management** | **-Interviewing** | **-Target Marketing** |

**COMPUTER SKILLS**

**Languages :** C, C++, C#, Java, Visual-Basic, VB.Net. ASP.Net, C#.Net

**DBMS/RDBMS :** Access, Oracle SQL, PL/SQL, My SQL, SQL Server, Oracle Web-Form, Reports.

**Web Technology :** HTML, DHTML, Flash, Dreamweaver, CSS, PHP, Java Script.

**Bootstrap, CodeIgniter, Jquery, My Sql, Apache Server.**

**Designing Software :** PageMaker, CorelDraw, Photoshop, AUTO-CAD, 3ds Max etc.

Adobe Creative Cloud Suit-Photoshop, InDesign, Illustrator, After Effects etc.

**Operating System :** Windows-98, 2000, Win XP, Win 7, Win 8,Win 10.

**Other :** MS-Office, DTP, Tally.

**PROFESSIONAL EXPERIENCE**

**Universal Infotech Pvt. Ltd., Vadodara, *INDIA* (June 2001 - Present)**

***Managing Director***

Leading computer education and software development institute which has been affiliated and partnered with National Government, State Government, Industrial Training Institute as well as few private firm.

* Designed & Handled all marketing and advertising budget for the startup.
* Co-ordinate with ITCT Computer Education and owned first of its franchise in Gujarat State.
* Training more than 500 students every year, managing their structure and timeliness.
* Co-ordinate and maintaining all the license of Franchise and with State Government, Central
* Government for **DOAECC, NCVT, GCVT & ITI courses**.
* Quality deliverables and strong marketing skills lead to government & private sector training.
* Trained **Approx. 8000 students and employees** from government & co-operate sector, colleges, schools and others.(*Companies list in Accomplishment*)
* Designing and developing new marketing strategies and implementing those to lead in market.
* Recruited new staff, trained and managed them.
* Solely responsible for Profit and Loss of the organization.

**Datapro Infoworld Limited, Vadodara, *INDIA* (April 2000 – May 2001)**

***Center Manager / Sr. Computer Programmer***

* Responsible for recruiting new staff providing them training and management skills.
* Handling budget of the staff, creating syllabus and course material for staff as well as students.
* Encouraging company to take part in educational events and promoting new courses.
* Training students in different RDBMS and Languages.
* Providing web development and designing training to students as well as private sector employees.
* Designing flexible training program for employees in technical as well as non-technical sides

**Comptech Computer Centre, Vadodara, *INDIA* (April 1995 – March 2000)**

***Sr. Faculty / Trainee Programmer***

* + Trained students in programming languages & software .
  + Have been involved in documenting and preparing questionnaire for test and course material for them.
  + Scheduling that training timing for all the students.
  + Started programming with languages such as C, C++, VB, FoxPro and Access.

**ACCOMPLISHMENT**

**Key client relationships which has been major achievement for the organization are listed below:**

1. Gujarat Engineering & Research Institute

2. GSFC

3. Jyoti Limited

4. Sarabhai Chemicals

5. EME

6. Custom & Central Excise

7. Reliance Industries (Formerly IPCL)

8. Gujarat Govt. (All Depts.)

9. College & School Students

**We have trained Approx. 8000 students and employees in Universal Infotech. All these companies are based in Gujarat, India.**

**EDUCATIONAL QUALIFICATION**

**PGDCA : Post-Graduation Diploma in Computer Application** from MS University .

**BA : Bachelor of Arts** from Vikram University of Ujjain .

**CERTIFICATION**

**ORACLE : Oracle & Developer-2000** from ‘APTECH Computer Education’ in 1999

**HDCA : Honors Diploma in Computer Application** from ‘DATABANK Computer Education’ (1998)

**DCA : Diploma in Computer Application** from ‘DATABANK Computer Education’ (1994)

**PERSONAL PROFILE**

**Gender :** Female.

**Date of Birth :** 30th June, 1965.

**Marital :** Married.

**Children :** One Son (Technical Analyst in Dubai)

**Languages Known :** English, Hindi, and Gujarati

**Driving :** Four Wheeler. (Indian License)