🖂 punit-397540@gulfjobseeker.com

**Punit**

***Lead Quant Instructor- AURA training center – Dubai Silicon Oasis***

***Associate Lecturer –***

***Band 5***

***Demography***

***Date of Birth :12/02/1984***

***Marital Status : Married***

***Nationality : India***

*Bachelor of Engineering in Information Technology, RGTU, Bhopal, June 2005*

Career Objective

I am looking forward for a position where I can best utilize my skill and knowledge in a good environment to be in touch with the latest technologies that offer challenging career and professional growth where I can apply my skills and competence and give maximum effort to achieve my goal.

I want to expose to a situation wherein with available resources, I can produce the optimum results which will result in accomplishment of organizational goals.

Education

**Technical:** B.E. in I.T. in 2005 with aggregate of 74.53 %.

**Academic:** SSC from SDHSS, Indore in 2001 with aggregate of 81%.

 HSC from NDPS, Indore in 1999 with aggregate of 75%.

|  |  |
| --- | --- |
| * Team leadership
* Data management
* Client assessment and analysis
* Self-motivated
* Language Known: English and Hindi
 | * **Staff development**
* **Strong verbal communication**
* **Project management**
* **Process implementation**
* **Computer Skills: Ms-word, Ms-Excel, power-point presentation**
 |

Skills

Profile Summary

**Currently I am working as Lead Quant Instructor in Dubai. I am taking care of SAT, GRE, GMAT , SAT math I and II and SAT -Physics.Adding to the same, also delivering sessions for curriculum for grades higher than 8th for Math and Physics**

**My previous job role includes training of student on all 6 major products (ESL – IELTS, TOEFL and PTE alongwith VERBAL and QUANT for SAT,GRE,GMAT and ACT).**

**Apart fromtraining,I was part of Content development,Test preparation Counseling, Planning the marketing strategies and promotional activities.**

**Along with the full-time job, I had catered freelance lectures at different classes.**

**Key Subjects:** Mathematics, Physics,Logical Reasoning, Data Interpretation, English and Statistics.

Work Experience

**1st February2020 – Present**

* I train aspirants of GRE, SAT, ACT, GMAT, SAT subject test.
* I am also taking care of curriculum subjest like Math and Physics for Grades higher than 8th
* Being part of training team, I am also a part of the content and test development team.
* Also, I do counsel student’s and have been to 1-2 school’s for seminar.

**N and N Chopras, Dehradun, U.K. April2019 – January 2020**

**Associate Lecturer – Band 5**

* I used to train aspirants of IELTS, TOEFL and PTE.
* I was also teaching Quant and Verbal to students of GRE, SAT, ACT and GMAT.
* Was part of training and content and test development team.

**STUDY METRO, Indore, M.P August 2017 – April 2019**

**Training Head**

* I was training aspirants of IELTS and TOEFL.
* Was teaching Quant and Verbal to students of GRE, SAT and GMAT.
* Being Senior Faculty, I was also a part of the counselling team in order to answer the queries of students and their parent's.
* Also, Ihad to keep checking on the number of footfalls/walk-ins and work on conversions.
* Support close communications with [Counselors, and upper - management] to achieve results in terms of revenue generation, the number of enrollments and at the end quality results.
* I have always been part of the marketing team to suggest strategies to cover market and promote the services.

**TIBREWAL PROFESSIONAL ACADEMY, Indore, M.P August 2015 – April 2019**

**Senior Faculty**

* I was training aspirants of CPT and MBA entrances.
* I was teaching Quant, Statistics and Verbal to students of CAT, XAT,CPT, CMAT, Bank P.O. and DAVV-CET.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Company*** | ***Place*** | ***From*** | ***To*** | ***Designation*** |
| ***-*** | *Dubai* | *1st Feb’2020* | *Present* | *Lead Quant Instructor* |
| ***N and N Chopras*** | *Dehradun* | *April 2019* | *Jan ‘2019* | *Associate Lecturer* |
| ***Study Metro*** | *Indore* | *August‘ 2017* | *April 2019* | *Senior Faculty / Trainer*  |
| ***Tibrewal Prof Academy*** | *Indore* | *Aug’2015* | *April 2019* | *Senior Faculty*  |
| ***Beyond Limits*** | *Pune* | *June ‘ 2011* | *Feb ‘ 2013* | *Consultant/Faculty– Full-time* |
| ***H3GS(3) (UK)*** | *Pune* | *Aug ‘ 2012* | *Dec ‘ 2012* | *CRA* |
| ***CIS (U.S. / UK / AUS)*** | *Indore* | *April ‘ 2007* | *April ‘ 2011* | *Senior CCE to Process Leader* |
| ***Phi stream(U.S.)*** | *Noida* | *Aug ‘ 2006* | *Feb ‘ 2007* | *CCE to Supervisor* |
| ***M-2 Customer (U.S.)*** | *Noida* | *Aug ‘ 2005* | *July ‘ 2006* | *Process Associate to Supervisor* |

Career Achievements

* I have been training students for various competitive exams.I do prepare notes for them and deliver lectures full-time.
* I also evaluate students' performance on a weekly and monthly basis. I often take one-to – one meeting with students and if necessary do often take part in the parent teacher meeting.
* In the past, my major job role was to Source, screen, evaluate and select candidates through a structured recruitment process designed to obtain the best candidates. Inform applicants of job duties and responsibilities, compensation and benefits, work schedules and working conditions, company policies, promotional opportunities and other related information.

***I vouch to my Declaration***

Place: Dubai Date: Punit