

RAVI ARYA
Mechanical Engineer

Contact

Address
409-A/1, North Civil Line
Saket Road, Muzaffarnagar
(UP)

Phone
9634519104, 8505978850

E-mail
raviarya12@gmail.com

Skills

Training and Development

Teamwork and Collaboration

Decision-Making

Flexible and Adaptable

Organization and Time Management

Planning and Coordination

CURRICULUM VITAE

Objectives

Versatile Education Coordinator well-versed in training and assessing teachers to optimize delivery of effective instruction. Vigilant and hands on leader with good understand of learning methods and instructional strategies.

Work History

2014-01 To Present — Senior Coordinator
Shri Krishna Vocational & Paramedical College , Muzaffarnagar

- Conducted conference with parents and students to review progress adjust academic plans and renew enrollments.
- Leveraged knowledge of budget and educational designs to Facilitated developments of cost effective educational programs.
- Monitored and evaluated educational programs to maintain high Quality performance objectives and standards.
- Supported hiring, training and disciplinary action in compliance with legal guidance and requirements.
- Administered personnel policies and procedures and approved professional staff addition.
- Coordinated regular meetings to review programs and services and enroll students.

2013-01 To 2013-12 — Senior Sales Manager
Sarvottam Group, Noida

- Developed Sales Strategy based on research of consumer buying trends and market conditions.
- Directed Sales support staff in administrative tasks to help sales reps close deals.
- Forecasted sales and established processes to achieve sales Objectives and related metrics.
- Worked diligently to resolve unique and recurring complaint, promoting loyalty and enhancing operations.

2012-10 To 2012-12 — Business Development Manager
Earth Infrastructure Limited, Noida

- Developed and implemented favorable pricing structures Balancing firm objectives against customer targets.
- Coordinated innovative strategies to accomplish marketing objectives and boost long term profitability.
- Generated new business with marketing initiatives and strategic plans.

Education

2003-06 **High School**

Saraswati Shiksha Kendra Jr. High School, Muzaffarnagar

2007-06 **Intermediate**

Government Inter College, Muzaffarnagar

2008-06
2012-06 **Bachelor in Technology (B.Tech.)- Mechanical**

Bhagwant Institute of Technology, Muzaffarnagar

- Awarded First Position in Working Model Competition.

2008-06
2012-06 **Masters in Business Administration (MBA)- Operation Management**

Shri Venkateshwara University-Amroha (UP)

- Result Awaited.

Certifications

2006-08	Computer Course-Basic, M.S. Office, Tally From Softech, M.Nagar
2011-06	AUTOCAD (3D, 2D, Isometric Modeling) From Cad Arena, Roorkee.
2017-10	Certificate in Computer Application (CCA), From NIOS, New Delhi.
2022-09	Certificate in Computer Concept (CCC), From NIELIT, New Delhi.

Hobbies

- Playing Cricket.
- Net Surfing.
- Reading Books.

Personal Information

Fathers Name - Santosh Kumar Arya
Marital Status - Married
Language Known - English & Hindi

Deceleration

I hereby declare that the above information is correct to best of my knowledge and belief.

Dated-16.02.2023

Place- **Muzaffarnagar** **RAVI ARYA**