

# MAYANK GAUR

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**SYNOPSIS:** Result oriented professional with proven track record & ability to achieve and exceed corporate goals in high pressure environment.



*Over 22 years of extensive exposure in Education industries. Experience in the office administration & supervision, Revenue generation, Sales, Marketing, Customer Relationship, Process Management, and Enquiry Handling & Career Counseling. College Students Scholarship Management.*

Currently designated as Management Cum Administrative Head with Virtual Voyage Educational Services Pvt. Ltd, which involved administrative, supervisory & revenue generation responsibility.

## KEY AREA OF EXPERTISE

- **Sales & Revenue Generation.**
- Franchise Development & Management.
- **Administration & Quality Improvement.**
- **Fee Management**-Fee design & Collection.
- University related work Management.
- **Strong Leadership & Presentation skill.**

## VIRTUAL VOYAGE EDU. SERVICES PVT LTD-15 Yrs. APRIL 08 TILL DATE

Virtual Voyage Educational Services Private Limited is a Private incorporated on **11 April 2008**. Virtual Voyage College was born with the dream of giving right career guidance to the young minds, transforming their passion into dream career!! The college is dedicated toward imparting world-class education, meeting the evolving needs of the industry and diverse communities.

### GROUP COMPANIES

- ® TALK SHOW EDUCATIONAL SERVICES PRIVATE LIMITED.  
√ (Date of Incorporation 13/DECEMBER/2003)
- ® HARDZONE EDUCATIONAL SERVICES PRIVATE LIMITED.
  - ® V2 COMPUTER SOLUTIONS PRIVATE LIMITED.
- ® DIGITAL KINGMAKERS MEDIA AND COMMUNICATIONS PRIVATE LIMITED.
- ® CRISPY CAREERS TRAINING AND CONSULTING SERVICES PRIVATE LIMITED. FORMERLY KNOWN AS \* INSTITUTE FOR APPLIED TECHNOLOGIES (INDIA) PRIVATE LIMITED.\*
- ® PAGE 3 DIGITAL MEDIA AND COMMUNICATIONS PRIVATE LIMITED FORMERLY KNOWN AS \*LINGUA FRANCA EDUCATIONAL SERVICES PRIVATE LIMITED\*.
- ® EXTRA DOZE TRAINING AND CONSULTING SERVICES PRIVATE LIMITED FORMERLY KNOWN AS \*ADVAY EDUCATIONAL SERVICES PRIVATE LIMITED.\*
- ® TRUE-COMMERCE - THE INSTITUTE OF PROFESSIONAL ACCOUNTANTS.
- ® HARDZONE HARDWARE ENGINEERING & NETWORKING INSTITUTE
  - ® BLUE-CHIP COMPUTER TRAINING INSTITUTE.

## **MANAGEMENT CUM ADMINISTRATIVE HEAD- JOB RESPONSIBILITY**

- **Managing** the day-to-day operations of the organization including development, implementation, and hiring teachers and staff members.
- **Establish company goals** and objectives, both short-term and long-term.
- **Develop business plans** and strategies & implements daily business operations
- **Finding placement opportunities** for students & Liaising with students and employers during placements
- **Build relationships** with external experts and agencies through seminars, conferences and professional networking.
- **University Related Work Management** (Correspondences, Affiliation, Documentations, and Coordination's related Support etc.
- **Develops & Initiates** revenue growth strategies.
- **Career Counseling** for course and Admissions.
- **Staff Salary Management**, Pay records, leaves, Attendance, Increments, and others issue.
- **Business Promotion** Working, like giving guidance for Advertisements Designing, Contents'.
- **Effective Presentation Skill**, Taking Motivational Seminars of staff & Students and Motivation them for Giving their best
- **Technical Support** & IT Computer Troubleshooting Management, Supervision of IT Infrastructures.
- **Scholarship Management**, (Scholarship Data Management), Documentations, Correspondence with Scholarship Department & **MPTAAS, Madhya Pradesh Tribal Affairs & Scheduled Caste Welfare** Departments for OBC, SC & ST Students Scholarship, Staff, and Regarding Scholarship related issues.
- **Fees Management**, Fees Structure Designing, and Resolving & Collection of fees.
- **Complete management of monthly**, quarterly, half yearly & annual auditing and invoicing, GST Billing of all 8 Private Limited companies of **VIRTUAL VOYAGE GROUP OF EDUCATION**.
- **Coordinating with Banks** for Virtual Voyage Group of Education 8 Companies Current Accounts.
- ❖ **Worked As Management Head with Talk Show Educational Services Private Limited, Sister Concern Virtual Voyage Group of Education.**  
**Completed below responsibility for Our Training Center Smart Accreditation and Got 5 Star Rating for our Training Center from 13<sup>th</sup> March 2022 to till date.**

### **KEY RESPONSIBILITIES**

- **Coordinating** with National Skill Development Corporation (NSDC) Department for Various Process
- **Continuous** learning and improvement of programme that adds evidence to what works for effective programming.
- **Create the data** infrastructure required for ongoing monitoring, evaluation, feedback, and learning to strengthen strategy and implementation.

- **Implementation** of monitoring framework/ guidelines to monitor and manage stakeholders including a network of Training Providers (TP), Sector Skill Councils (SSCs) and Government of India.
  - **Strengthen monitoring**, evaluation, feedback, and learning practices across the organization through training, workshops, webinars, etc.
  - **Concurrent monitoring** of Recognition of Prior Learning (RPL) under DAY-NULM
  - **Stakeholder Management** for reducing overall grievance in the system.
  - **Consequence Management**, Streamline Monitoring & Evaluation Mechanisms and Framework for Non-DAY-NULM projects, strategic planning, and internal policy development.
  - **Coordinating** with MESC-Media & Entertainment Skills Council, State ULB & City ULB for Training Work Order.
  - **Daily coordinating** with MESC, CCM ULB, SULB, for Mobilized candidates forms, Documents, Eligibility check.
  - **Under Mobilization Strategy**- Appointing Mobilizer, Coordinating with designers for Adds, Poster, Banners, designing, Social Media Advertising for improving candidates walk-ins.
  - **Preparing Invoices** for Payment of Tranche-1, 2, 3...etc Payments.
  - **Follow-up** with ULB, SULB & MESE for payment.
  - **Organizing Placement Drive**, Walk-ins, as per requirements.
- ❖ **Worked As Management Head with Talk Show Educational Services Private Limited, Sister Concern Virtual Voyage Group of Education. Completed Successful MSME (Ministry of Micro, Small & Medium Enterprises) Project for**
- **3D Animation & Special Effects Training Project**
  - **3D Animation MAYA Training Project**

13<sup>th</sup> March 2022 to till date.

#### **KEY RESPONSIBILITIES**

- **Coordinating** with for filling RFP/EOI for Getting Projects.
- **Preparing Mobilization** Strategies for Enrolling SC/ST Candidates, finding Mobilizer, Adds, Promotions offline & Online.
- **Execution of Training** for SC/ST Students, coordinated with MESC as well as Indo German Tool Room, Indore Higher Administration for appointing Faculties and Staff as per requirements of Training and Norms so that we can deliver the Training, contents and curriculum as per Training & Industry required, Demand Centric.
- **Daily Monitoring**, Classes, Managing Photographs, Video Recordings, Staff & Students Attendance.
- **Preparing Best methodology** so that we can deliver quality training & contents to the Trainees.
- **Taking Daily Follow-ups** from the Trainees, followed Feedback form Process.
- **Coordinated with MSME**, Indo German Tool Room, for examinations & certifications of after completion of Training of Trainees.

- **Coordinated with Employers** to know what they actually want technically & Personality wise from Employee. For the better placements after completion of Training of students.
  - **Prepare Placement Records** taking Joining & Offer Letters from the Employers.
- ❖ **Worked As Management Head with Page 3 Digital Media and Communications Private Limited, Sister Concern Virtual Voyage Group of Education. Completed Successful Quess Corp Limited Sister Concern Excelus Learning Solutions - A Quess Company CSR-Corporate Social Responsibility Training Projects.**
- **Customer Care Executive – 9 Weeks**
  - **Retail Sales Associate – 7 Weeks**
  - **Food & Beverages Service Associate – 7 Weeks**

From 13<sup>th</sup> March 2022 to till date.

#### **KEY RESPONSIBILITIES**

- **Preparing Mobilization Strategy**, Communicating with Mobilizers.
  - **Preparing Marketing Strategy** for Improving Enrollments in CSR Training.
  - **Mobilizing Candidates** as per CCE, RSA & F&B Training Required.
  - **Council Enquiry**, giving them proper guidance, for training, career opportunity, examination, certification & Job/Placement.
  - **Organization GIF** – Generation India Foundation & BCI –British Council India Test For final Selection of Trainee selection.
  - **Organizing walk-in interviews** for Faculty appointments as per required training.
  - **Preparing Proper Database**, Programme (Training), Preparing Digital Database, Photographs, Video Recording, CCTV Recordings, and Arrangement of Course curriculum, Books, Notes.
  - **Coordinating with employers** Like 3 Star, 5 Star & 7 Star Hotels for LOI, organizing walk-in interview drive for placement of Trainees.
  - **Taking follow-ups** for Joining selected trainees, Joining, Appointment letter and salary discussing for best salary offer.
  - **Coordination and meeting** with Quess Corp Limited Sister Concern Excelus Learning Solutions - A Quess Company Final submission of Project.
- **Worked as a Hardware Engineer with Datapro Info World Ltd. Indore M.P.** From 01.01.2002 to 30<sup>th</sup> June 2002.
  - **Worked as a Hardware Engineer with Bajaj Computers. Indore M.P.** From 06.06.2002 to 06.07.2002.
  - **Worked as a Faculty and Network Administrator with MMC-Master Mind Computers, Indore M.P.** From 01.10.2002 to 05.03.2003.
  - **Worked as a Senior Faculty of Hardware & Networking Technology cum Placement Officer with Jetking M/s S & S School of Technical Application, Indore M.P.** From 12.02.2003 to 16.07.2005.
    - **Got 1<sup>st</sup> Promotion on 25<sup>th</sup> July 2003 with increment of Salary.**
    - **Got 2<sup>nd</sup> Promotion on 25<sup>th</sup> March 2004 with increment of Salary.**

- **Worked as Management Cum Administrative Head** from 17.07.2005 to 10<sup>th</sup> April 2008 with **Talk Show Educational Services Private Limited. , Indore M.P. India.**

## PROFESSIONAL & TECHNICAL QUALIFICATION

- **M.Sc. with Mathematics** – Govt. NMV College, Barkatullah University, Bhopal, MP in 2001.
- **B.Sc. with Mathematics** - Govt. NMV College, Barkatullah University, Bhopal, M.P in 1999.
- **12<sup>th</sup> with Mathematics** – Govt. H.S. School, Hoshangabad, M.P. Board Bhopal in 1995.
- **10<sup>th</sup> with 5 Subjects Distinction (School Topper)** – Sri Taran Taran Digamber Jain H.S. School Hoshangabad, M.P. Board Bhopal in 1993.
- **MCP- Microsoft Certified Professional International Certification. MCP ID#5861981 2007.**
- **Successful Completed 4C Training Program Held at Jetking Info train Ltd., Mumbai From 15<sup>th</sup> May 2004 to 2<sup>nd</sup> June 2004.**
- **Certified in Hardware & Networking Technology (Microsoft, Redhat & Cisco). From Datapro InfoWorld Limited, Indore June 2002.**
- **Certified Computer Hardware & Networking Course from Blue Chip, Nov 2002.**

## PERSONAL DETAILS

Father's Name : Late. Shri Sheel Kumar Gaur  
(Veterinary Doctor)

Mother's Name : Mrs. Mridula Gaur (House wife)  
Wife : Dr.Anshu Gaur (Assistant Professor -SAGE University), Indore M.P.

Date of Birth : 23<sup>th</sup> June 1977

Nationality : Indian

Language knows : Hindi, English,

Marital Status : Married

Strengths : Positive and Winning Attitude, Result Oriented Approach, Ability to Convince And Social. I can do any skill, even if it is New to me, I can learn it in a day and do That work with **100%** accuracy.

I, the undersigned, hereby declare that the above information is true and correct to the best of my knowledge and belief .I also undertake to provide all necessary testimonials for verification submission, whenever demanded.

Date: -----  
Place: -----

Yours sincerely  
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Mayank Gaur