NAVEEN SWAROOP

Experienced Academic Management Professional

Experienced Management professional with a demonstrated history of working in the education industry. Skilled in public relations, Microsoft Word, Accounting not much, Public Speaking, and Management. Strong administrative professional with rich experience in administration focused



n.swaroop129@gmail.com | 9555212095 | Faridabad, Haryana, India | linkedin.com/in/naveen-swaroop-37704686

WORK/PROFILE SUMMARY

- Overall Management of academic activities & operation
- Time Table Management & Scheduling
- Exams Scheduling & management
- Students record management
- Assisted in singing of MoU's among RCB and North East Universities like NIT, Durgapur, Tezpur University, Mizoram University
- Liaise with different office bearers & teams
- Planning of Events like Convocation, BOG, Senate meetings
- Quick paced issuance of financial documents like Budget sheet, Utilization Certificates, Statement of Expenditure
- Reconciliation of payments to vendors and suppliers and ensured timely payments & reducing fines & interest payments
- Smooth functioning & operation of Academic & Administrative activities, assisting in conduct of Interviews
- Coordination & communication activities, liaising with Scientists of India & Foreign Universities
- Maintenance of students database
- Procurement of office supplies, furniture and other items
- Planning of short-term academic programmes like APJ Abdul Kalam Summer Training
- Vetting of Financial Claims, Salary computation

CERTIFICATES

Talent Acquisition and Management
IIT-Roorkee (NPTEL Course)

C1- Advanced Core Skill Test English
British Council

HONOR AWARDS

General Quiz, 2010
Zakir Husain Delhi College

Sports Quiz, 2011
Zakir Husain Delhi College

Sports Quiz, 2012
Indian Institute of Technology, Kanpur

INTERESTS

Cooking, Traveling, Watching Sports, Movies

EDUCATION

Executive MBA (Finance & HR)
J.C Bose University of Science & Technology
2021-23

Bachelors of Commerce
University of Delhi/Zakir Husain Delhi College
2010 - 2013

WORK EXPERIENCE

Management Development Institute, Gurgaon*
Program Manager (Education)
(02/2024 - Present)/ *3rd Party

Department of Management Studies, IIT Delhi
Program Manager (Academic Operations & Admin)
(06/2023 - 02/2024)

Regional Centre for Biotechnology (3rd Party)
Senior Administration Assistant
(03/2023 - 06/2023)

Regional Centre for Biotechnology
Management Assistant
(08/2018 - Present)

Academy of Scientific & Innovative Research
Executive Assistant
(10/2014 - 08/2018)

Azzurra Pharmaconutrition Pvt. Ltd.
Corporate Business Executive
(04/2014 - 09/2014)

SKILLS

- **Communication**
- **Public Relation**
- **Accounting**
- **Marketing**
- **Collaboration**
- **Scheduling Meeting**
- **Time Management**
- **Zoom/SKYPE**
- **Team Management**
- **Adaptability**

LANGUAGES

English (Full Professional Proficiency)
Hindi (Native)