

MANOJ SHARMA

MANAGER (OPERATIONS)

CONTACT

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Mathura (U. P.) -281003

EDUCATION

2008-2010

IGNOU, NEW DELHI

- Master of Business Management (Finance & Operaions Management)

2005-2007

DR. BHIMRAO AMBEDKAR UNIVERSITY, AGRA (U. P.)

- Bachelor of Science (Computer Science)

2021-2023

DR. BHIMRAO AMBEDKAR UNIVERSITY, AGRA (U. P.)

- Bachelor of Education (B.Ed.)

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- Hindi (Fluent)
- English (Intermediate)

PROFILE

Dedicated and qualified managerial and supervision with extensive experience in both academic and administrative roles. Seeking an opportunity to leverage my diverse skills, educational qualifications, and professional experience for the benefit of students and the institution.

CERTIFICATIONS AND ACHIEVEMENTS

- CTET, UPTET and REET clarified in teaching Area
- PGDCA&OM and O-Level clarified in Computer & Technology Area

WORK EXPERIENCE

GLA University, Mathura (U. P.)

Manager (Operations)

2018 - PRESENT

- The position requires a strong understanding of academic regulations, attention to detail, organizational skills, and effective communication.
- Overall, the Senior Examination Executive plays a crucial role in ensuring the smooth and efficient conduct of examinations, upholding academic standards, and contributing to the overall success of the university's academic assessment process.

GLA University, Mathura (U. P.)

Computer Lab Instructor

2011- 2018

- Provided technical support to faculty and students, ensuring smooth operation of computer labs.
- Successfully managed and maintained the university's computer systems and networks.
- Conducted training sessions for students on various computer technologies.

Examination & Admission Team Member

Additional Roles & Responsibilities

- Contributed to the examination and admission processes, ensuring accuracy and efficiency.
- Collaborated with the team to streamline procedures, improving overall effectiveness.

REFERENCE

Mr. Rahul Verma

Manager-Admission

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Mr. Krishna Prakash

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