Pulkit Mathur

Senior Associate (Academics)

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Mansarovar, Jaipur, Rajasthan-302020

PROFESSIONAL SUMMARY

Organized and motivated Academic Manager eager to apply educational management skills in various environments. Seeking senior level opportunities to expand skills while facilitating company growth.

CAREER OBJECTIVE

To be associated with a progressive organization that provides an opportunity to apply my knowledge and skills in order to keep abreast with latest trends and technologies.

EXPERIENCE

06/2022 - Ongoing
Jaipur, India

Sr. Associate (Academic Manager)
Unacademy (Sorting Hat Technologies Pvt. Ltd.), Jaipur

- Coordination with all faculty members for academic work allocations
- Managing all academic related system entries of student portal with regards to faculty, content and classes scheduling.
- Managing student queries with regards to academics received from online classes students
- Identifying student strengths and weaknesses.
- Maintaining updated reports on student progress.
- Connecting students with resources, such as tutors.

09/2020 – 06/2022
Jaipur, India

Sr. Academic Counsellor
Suresh Gyan Vihar University, Jaipur

- Responsible for giving a complete product information to the prospects who visits the campus or by handling the chats or through calls
- Ensuring the positive reverts from candidates for admissions after counselling.
- Coordinate with dean for academic work which is related to counselling.
- Organized counselling sessions and presentations for the prospects in schools and Educational Fairs

8/2015 – 05/2020
Jaipur, India

Assistant Professor in Mechanical Engineering
Arya Group of Colleges, Kukas

- Prepared and delivered lectures to undergraduate and graduate students on topics such as mechanics and thermal engineering.
- Educated students on advanced aspects of mechanical engineering to help student to prepare for career in the discipline
- Built and used diverse techniques to assist students with grasp materials and understood the concept.

08/2013 – 01/2015
Jaipur, India

Lecturer in Mechanical Engineering
Global Institute of Technology, Jaipur

- Deliver, Plan, organized, Coordinate and monitored the lectures and practical for the students.
- Complete the syllabus of the subject assigned with in the time duration and report to the HOD.
- Guide the students in the performance of practical task and evaluate the performance, advised and assist the students in their project work.

06/2011 – 08/2013
Jaipur, India

Lecturer in Mechanical Engineering
Jaipur College of Engineering & Research Centre, Jaipur

- Deliver, Plan, organized, Coordinate and monitored the lectures and practical for the students.
- Complete the syllabus of the subject assigned with in the time duration and report to the HOD.
- Guide the students in the performance of practical task and evaluate the performance, advised and assist the students in their project work.

09/2010 – 03/2011
Jaipur, India

March 2011) Market Research Analyst
Hungama Digital Media Entertainment Pvt. Ltd., Jaipur

- Assisting in the development of marketing plans, trends.
- Assisting in the development of marketing plans.
- Conducting research on specific market conditions.
- Analysing consumer preferences to determine the potential sales of a product or service.

ADDITIONAL WORK

1. **Technical Recruiter**
   Arya Group of Colleges, Kukas (July 2017 - May 2020)
   Conducted Recruitment Process for the Technical posts of Asst. Professor and been a part of Technical Panel in Arya Group of Colleges for 3 years.
2. **Admission Counsellor**
   JECRC University, Jaipur (July 2011 - August 2013)
   Worked For J.E.C.R.C. University in Admission Counselling and also in the promotions of university in different cities for 2 years.

EDUCATION

08/2013 – 04/2017

Master of Technology
Jagannath University, Chaksu
- I have completed my master's degree in the specialization of **Thermal Engineering.**
- I have secured 68.15 aggregate percentage during this degree.

08/2006 – 07/2010

Bachelor of Technology
Swami Keshwanand Institute of Technology (SKIT)
- I have completed my bachelor's degree in the specialization of **Mechanical Engineering.**
- I have secured 67.20 aggregate percentage during this degree.

CERTIFICATION COURSES AND TRAINING

1. **Engineer Trainee**
   Organization : National Thermal Power Corporation, Auraiya (U.P)
   Description : This Training is mainly based on thermal power generation.
   Duration : 30 Days from 2 June to 1 July 2009. (2009)

2. **Mechanical Designer**
   Organization: CADD CENTRE, Jaipur
   Description: Learned Pro-E software, this is a kind of designing & drafting software for Mechanical engineers.
   Duration : Feb 2008 to April 2008.

PROJECT & THESIS

1. **M.Tech. Thesis**
   Name : CFD Simulation and Analysis of artificially roughened solar air heater.
   Description: The aim of the thesis work is to investigate heat transfer and friction Characteristics of solar air heater duct having integral inclined discrete ribs on absorber plate. The use of artificial roughness in the form of series of ribs on a surface is an effective technique to enhance the rate of heat transfer.
   Duration : M.Tech. Final semester (2017)

2. **B.Tech. Project**
   Name : A small pneumatic jack
   Description: It is a fabrication of a system used for lifting the lightweight four-wheeler by the application compressed air in a cylinder.
   Duration : B.Tech. Final year (2010)

SKILLS

Technical Skills :

- Having a Typing Speed around 25-30 wpm.
- Having a good knowledge about computers like MS Word, Excel, etc.
- Operating Systems Windows XP, 7, 8
- Microsoft Office 2003, 2007 & 2010
- Significant knowledge of internet.

STRENGTHS

- Adaptability
- Ability to work in a Team
- Effective Time Management
- Ability to work under pressure
- Work Management

INTERESTS

- Outing with friends and family
- Playing Cricket in Outdoor
- Watching movies and Cricket
- Playing Chess in Indoor

LANGUAGES

- English
- Hindi
- Marwari

DECLARATION

I consider myself familiar with educational aspects in Technical and Academics as well. I am also confident of my ability to work in a team. I hereby declare that the particulars given above are true to the best of my knowledge.

Date :

Place : Jaipur

Pulkit Mathur

(SIGNATURE)