

## CURRICULUM VITAE

### RUPAM KUMARI

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### CAREER OBJECTIVE:

To work with an organization that provides me opportunity to contribute my best knowledge and education towards the growth of organization and reciprocating with attractive prospects for long-term professional excellence as well as personal development.

PROFESSIONAL QUALIFICATION: B.TECH (IT)				
Degree	School/College	Board/University	Year Of Passing	%
B.Tech(IT)	Women's Institute Of Technology	Lalit Narayan Mithila University	2012	68.9
EDUCATIONAL QUALIFICATION				
10 <sup>th</sup>	Holy Mission High School Samastipur.	CBSE Board	2006	57.4%
12 <sup>th</sup>	Holy Mission High School Samastipur	CBSE Board	2008	59.4%

EXPERTISE & SPECIALIZATION		
MS WORD	EXCEL	POWER POINT
<ul style="list-style-type: none"> <li>Formating,</li> <li>Paint format</li> <li>Layout design</li> <li>Insert Table &amp; Chart</li> <li>Header &amp; footer</li> <li>WordArt&amp; watermark</li> <li>Border design</li> <li>Track changes &amp; Compare</li> <li>Autofit row &amp; column</li> <li>Clip Art &amp; Table Designing</li> <li>Cell Distribution</li> <li>Insert Contents of Table design</li> <li>Mail merge</li> <li>Page borders &amp; Strike line</li> <li>Table of contents.</li> <li>Embed object (any file can be insert such as word file, pdf file etc.)</li> <li>Create hyperlink.</li> <li>Create password protected word file.</li> </ul>	<ul style="list-style-type: none"> <li>Conditional formatting</li> <li>Pivot Table &amp; Graph chart</li> <li>Lookup function</li> <li>Vlook up &amp; H Lookup</li> <li>Concatenate &amp; Len</li> <li>Sumif, Countif,</li> <li>Counta &amp; Count blank</li> <li>Macros recording</li> <li>Consolidate , Subtotal &amp; Exact</li> <li>Prefix &amp; postfix</li> <li>Trim &amp; Proper</li> <li>Index &amp; Match</li> <li>Upper Case, Lower Case &amp; Proper</li> <li>Data Validation &amp; Create Dropdown list</li> <li>Link Cells between Different Excel Files via link chain.</li> <li>Datedif function – to calculate difference between year, month &amp; days.</li> <li>Create hyperlink.</li> <li>Create password protected sheet.</li> </ul>	<ul style="list-style-type: none"> <li>Template design</li> <li>Design flow chart such organisation structure etc.</li> <li>Insert image</li> <li>Embed other files (word file, pdf file, excel file etc.)</li> <li>Insert Table &amp; chart</li> <li>SmartArt &amp; WordArt</li> <li>Theme Design &amp; font/effect</li> <li>Slide Transition &amp; Animation.</li> <li>Create Action Button</li> <li>Background Styles</li> <li>Insert table &amp; design</li> <li>Insert Shapes &amp; design it</li> <li>Move Slide as per time</li> <li>Shape design &amp; create shape effect.</li> <li>Create hyperlink.</li> <li>Create password protected PPT.</li> </ul>

## TOTAL WORKING EXPERIENCE – 8 years

- ✚ **2 years of experienced (31st May 2021 to 30<sup>th</sup> June 2023)** with **M/s. Blackboard Education and Research Foundation** as “Sr. Academic Coordinator”.
- ✚ **3.4 years (17<sup>th</sup> Nov2016 to 31<sup>st</sup> March 2020)** of experienced with **M/s. Christian Pfeiffer India Pvt Ltd** as “Secretary” of Company President.
- ✚ **2.2 years (09<sup>th</sup> July2014 to 30<sup>th</sup> Sept 2016)** of experienced with **M/s. Clixso Broadband Pvt Ltd** as **Back-office Co-ordinator cum CRM.**
- ✚ **1.2 years (5<sup>th</sup> Dec2012 to 31<sup>st</sup> Jan 2014)** of experienced with **M/s. Teracom Ltd** as an **Admin Executive**

## ROLE AND RESPONSIBILITY OF BLACKBOARD EDUCATION RESEARCH AND FOUNDATION

- Create Zoom link Classes for weekend lectures and extra lectures as per faculty requirement to complete the syllabus on time.
- Prepare syllabus module and design it properly & shared with concern university for approval.
- Resolve the queries and issues related to Zoom classes and extra lecture classes.
- Coordinating with faculty members to take classes on time and resolve the topic related issues of students
- Maintain all Student’s records on Learning Management System (LMS).
- Uploaded Assignments & notes of all Courses as per given branch schedule.
- Coordinate various faculty searches and maintain faculty search database.
- Assist in screening and selecting faculty applications.
- Manage orientation, training and relocation for new faculties.
- Provide support and guidance to academic trainees.
- Assist in managing schedule, student payroll, rooms and instructional supplies for workshops and other study programs.
- Develop and manage comprehensive academic support program.
- Provide guidance to students on academic goals and educational issues.
- Prepare and maintain student records according to district policies and administrative regulations.
- Assist in updating lesson content and instruction methodology.
- Assist in development of training modules and programs.
- Coordinate with teachers and center coordinators to develop lesson plans and materials.

## **ROLE AND RESPONSIBILITY OF CHRISTIAN PFEIFFER INDIA PVT LTD**

- Handle email communication such as Mail drafting and respond to client emails as per their queries.
- Manage and coordinate multiple extremely active calendars concurrently and ensure schedules are followed and respected.
- Follow up with client for meeting & fix up the appointment.
- Prepare meeting agenda & travel schedule.
- Manage hotel booking & travel arrangement for clients & also for office employees.
- Global Travel Coordination for international client also.
- Assisted with Board of Directors meetings and events, coordinate all executive meetings (in-house and away), and oversaw meeting preparation
- Handle Stall booking/registration in NCCBM Seminar per year.
- Arrangement of travel expenses & advance cash for office employees for their visits inside or outside of India.
- Assign work to all team member related to their project and enquiries.
- Coordinate with sales team to update the enquiries status & project issue.
- Coordinate with service engineers to visit the sites locally & globally as per project requirement.
- Prepare & design all types PPT as per company requirement with given data or contents
- Maintain documentary work in excel, Power Point & MS words as required.
- MIS reporting work like- preparing enquiries sheet & other report for company President & MD.
- Prepare circular & other notice as required
- Submit daily work report.

## **ROLE AND RESPONSIBILITY OF CLIXXO BROADBAND PVT LTD**

- Handle excel, Power Point & MS words related work.
- Handling MIS Reporting work like- claim register, pending ERP task, Suspense details, commitment report etc.
- Handle customers complaint & resolve it accordingly via email or call.
- Register the complaints in ERP software and assign to engineers to visit the customers office/sites to resolve their complaint asap.
- Making all types Presentations.
- Search the tender on e-procurement website and download all the documents related to tender and prepare format of docs accordingly.
- Coordinate with vendor for office Stationary & printing of Letter Head, visiting cards etc.
- Work on ERP Software (Apache Tomcat 6.0) to entry the Customer's queries to resolve it on time, download the monthly bills & enter pending bills in ERP software.
- Take care of the despatches of new Material & its delivery on time.
- Follow up with customers to return the faulty items/ replaced materials.

## ROLE AND RESPONSIBILITY OF TERACOM PVT LTD

- Handle hotel booking & travel arrangement for office employees.
- Arrangement of travel expenses & advance for office employees for their visits inside or outside of India.
- Handle vendor's calls & inform to staff.
- Coordinate with courier vendors to provide courier service to company.
- Book conference room for meeting as per given time.
- Prepare company Presentations.
- Take care of all bills to submit on time such as electricity, water, mobiles & other bills of company.
- Prepare documents on Excel, PPT & Ms Office as given by Seniors staff.
- Prepare attendance sheet through biometric machine.
- Create & provide access code for new joinee in biometric machine.

## TRAINING /CERTIFICATION COURSE

- Completed online Microsoft Publisher course certification from "Learnmorepro.com".
- Completed online Software Testing certification course from "Great Learning Academy".
- Four week summer training from 1 June to 28 June 2011 on **SQL ORACLE 10g** from **CETPA INFOTECH PVT LTD, Sector 18 Noida.**

## PERSONAL VITAE

- Name - Rupam Kumari
- Spouse name - Mr. Avinash Kumar Singh
- Father's Name - Mr. Bir Kumar Bhagat
- Mother's Name - Mrs. Sharmili Devi
- Date of Birth - 09.05.1991
- Marital Status - Married
- Gender - Female
- Nationality - Indian
- Languages Known - English and Hindi
- Permanent Address - D/O Mr. Bir Kumar Bhagat, RLY D.S. Colony Q.No.508/A Samastipur-848101(Bihar)

*Date: ...../...../.....*

*Place: New Delhi*

*Rupam Kumari*  
*Signature*