



# GAURAV GUPTA

## Manager

An experienced professional focused on meeting and exceeding targets, seeking a challenging position in a growing organization. He offers advanced training and knowledge of industry best practices. recognized for leadership, planning abilities, and clear, direct communication style.

## Contact

### Phone / WhatsApp

+91-7417007440

### Email Address

professionalfreelancingexpert@gmail.com

### Home Address

Solan, Himachal Pradesh,  
India.

## Education

2010

### Master of Philosophy (M.Phil.- Management)

Tata Institute of Social Sciences Mumbai.

2006

### Master of Business Administration (MBA)

Himachal Pradesh University, Shimla.

2003

### Bachelor of Arts

Himachal Pradesh University, Shimla.

## Expertise

- Project Management
- Vendor Management
- Logistics Management
- ERP Software
- Process Improvement
- Document Drafting
- Learning & Development

## Experience

### ○ Nov,2022- Present

#### OP Jindal Global University,-Sonipat, Haryana. Manager-Non-Academic Administration

- Coordination between various departments of the University namely infrastructure, procurement, hostels, facilities, student affairs, food services; and its partners.
- Conducting work coordination meetings, preparation of minutes of the meeting, and following up on various tasks with different stakeholders.
- Full engagement with the teams that handle the onboarding and departure of students as well as the fee collection for 10000+ students every semester.
- Calander management and executive assistance to the CFO and Dy CFO.

### ○ Jan 2019-Oct 2022

#### Freelancer- Self Employed.

I have worked on multiple assignments during this time. It also includes covid period.

### ○ Dec 2015 - Dec 2018

#### MYRA School of Business, Mysore.

#### Research Scholar

- Handled the administrative and academic work single handily and was a single point of contact for any coordination between faculty members, students, and academic and non-academic staff.
- Coordinated the work related to foreign (German, Japanese, Swiss) student delegation visits in India.
- Food, transportation, and other vendor management.
- Guided and mentored PGDM students in conceptualizing and executing various inter-college competitions.

### ○ Jan 2014 - Dec 2015

#### IMS Unison University-Dehradun.

#### Assistant Professor

- Teaching students using classroom lectures, case study discussions, and other innovative teaching methods.
- Participating in departmental activities such as advising student clubs, events and working with student groups.
- Participating in academic activities such as attending conferences and faculty development programs.
- Maintaining accurate records of grades and other academic data such as attendance records or student transcripts.
- Providing feedback to students regarding their performance in class or in other activities such as applying for internships or preparing reports.

## Strengths

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- Flexible & Adaptable
- Leadership
- Responsible Collaborator
- Team builder
- Active Listener
- Quick Decision Maker
- Focused & Self-Motivated

## Language

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Proficient in English & Hindi.

Beginner in Punjabi.

### ○ July 2013 - Dec 2013.

**Lovely Professional University-Jalandhar.**

**Assistant Professor**

- Worked on Learning Management System in the University having 30000+ students on a single campus.
- Taking regular classes during the semester to cover the syllabus.
- Guiding students for their Project reports, Summer Internship Program, Group Discussions & Personal interviews, personality grooming classes activities like extempore, quiz, debate, etc.

### ○ June 2007 - Aug 2008.

**ICFAI National College-Shimla.**

**Lecturer**

- Same as above

### ○ Sep 2006-June 2007.

**Kansai Nerolac Paints.**

**Territory Sales Supervisor**

- Servicing the existing dealer network and expanding it, handling complaints, settling claims and ensuring collections and competitor's activities tracking.
- Demand generating activities identification and implementation resulted in a 50% business increase over the previous year.

### ○ Academic and Non Academic Achievements

- Represented the school in a state-level science seminar organized by SCERT Himachal Pradesh
- Won Best Cadet award in 7 HP NCC Battalion Shimla at the college level
- Elected as an executive member of the Institute of Management Studies Student Union (IMSSA) at Himachal Pradesh University Shimla.
- Cleared UGC NET in Management in 2013, conducted by University Grant Commission Delhi.
- Attended numerous academic & industry seminars at IIM Ahmedabad, IIM Bangalore, ISB Hyderabad, ICFAI Hyderabad, Tata Institute of Social Sciences Mumbai, University of Mysore, IKP Eden Bangalore, and Bangalore Tech Summit.

### ○ Certifications

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- Global Health Innovations Specialisation from Imperial College London via Coursera (2023).
  - Become a Project Manager by LinkedIn Learning (2022).
  - Become a Product Manager by LinkedIn Learning (2022).
  - Become a Learning & Development Professional by LinkedIn Learning (2022).
  - Master Dashboards and Data Viz in Power BI by LinkedIn Learning (2022).
  - Digital Marketing by Google (2022).
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