

Curriculum Vitae

Richa Gaur

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Objective:

Seeking Leadership Position, by demonstrating self-motivation and lead from front. A result-oriented professional with emphasis on policy implementation, refining working system and achieving goals within Timelines.

Career Synopsis:

Organization	From	To	Designation
I Code, Mumbai.	January 2023	Till Date	Director
Asian World School, Jaipur.	December 2021	September 2022	School In Charge
Free Lancer	February 2017	November 2021	Trainer & Administrator
MSBS School, Jaipur.	July 2016	January 2017	Coordinator / Administrator
Asian World School, Jaipur.	July 2015	June 2016	School In Charge – Mid. Wing
Colonel's Foundation School	October 2013	June 2015	School In Charge
Jet Airways, Mumbai.	October 2004	September 2006	Cabin Crew
Genpact – Jaipur.	February 2003	September 2004	Process Associate

Skill Sets:

- **Strong Analytical and Problem-Solving Skills.**
- **Task Execution, Strategic Approach and Decision Taking.**
- **Manpower Planning & Recruitment, Learning & Development etc.**
- **Adept at analyzing trends to reform strategies for Business Acumen.**
- **Conversant in Public Relation, Team Management and Promotional Activities.**
- **Proactive team player & an effective communicator with proven ability to build and sustain positive work environment that fosters team performance.**

Qualification:

- **MBA (HR) from ICFAI, Jaipur – 2011.**
- **Graduate in Commerce from ICG, Jaipur – 2006.**
- **Schooling from Bright Futures, Jaipur -2003.**

Present Profile:

Director I Code, Mumbai: January 2023 till date...

- **Work on Projects, Growth Strategy and Cost Management.**
- **Address Operational Efficiency, Business Improvement and B2B Sales.**
- **Seeing Complete Business Operations from Shutter up to Shutter down**

Coordinator, MSBS School, Jaipur: from July 2016 to January 2017.

Key responsibilities:

- Conducting “recruitment” process for multiple positions at school.
- Coordinator for Assembly management / attendance/ Discipline In charge.
- Conducting Run-Thru / Practice Session and arrangements.
- Classroom Inspection and Teaching Audit.
- Middle Wing Academic Coordinator.

Coordinator, Asian World School, Jaipur: Dec 21 to Sept 22; / July’ 2015 to June’ 2106.

Key responsibilities:

- Working as activity coordinator, responsible for coordinating all events, in house activities, inter / intra school competitions.
- Development and execution of school promotional activities.
- Maintaining comprehensive records for the institution (including end reports).
- To issue Offer Letter, Appointment Letter, Confirmation letter and F&F settlement.
- Conducting student counselling sessions, critical thinking and personality development programs.

Colonels Foundation School: School In charge (October 13 – June 15).

Key responsibilities:

- Overseeing complete school & admin operations.
- Handled admissions, accounts & log books.
- Preparing and executing monthly activity planners
- Arranging and coordinating for all events /competitions etc for staff and students.
- Responsible for arrangements of festival celebrations.
- Teachers, Student & parent counseling.

Jet Airways, Mumbai: (October 2004 to September 2006).

- Position: Cabin Crew

Significant Accomplishments:

- Have worked with Genpact - Jaipur, as Process Associate.
- Voluntarily worked with Penguin & Sarveshwari foundation school.

(Richa Gaur)