RAVI KANT

E-mail:rkgnwg@yahoo.com

N 240 IInd Floor   PhoneNo: Pri. +918948635144

Sec. 51,Gurgaon   Sec. +919795155661

OBJECTIVE

To achieve the apex position in this competitive and versatile nature of today's industry with company goals and objectives based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organization.

Working as Project Officer in Olive· Heritage, Gurugram Since May 2019
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EXPERIENCE

Worked as Project Officer in Pragya, Gurugram March-April 2019

- Worked as Center Coordinator/IT Trainer in GCS Computer,Gurugram from March 2018
- ➢ Mapping out training plans and schedules, designing and developing training programs
- ➢ Gather feedback from trainers and trainees after each educational session
- ➢ Partner with internal and external stakeholders and liaise with experts regarding programme and instructional design.
- ➢ Planning, controlling and change in mobilizing program.
- ➢ Managing and maintain in-house training facilities and equipment
- ➢ Managing centre's all kind of expenses records
- ➢ Maintaining MIS, reporting to all stakeholders and decision related task.

- Worked as Center Training Coordinator in NIIT Foundation, New Delhi from June 16-Feb18
  - ➢ Mapping out training plans and schedules, designing and developing training programs
  - ➢ Manage the center activity including training program and MIS reporting
  - ➢ Planning and controlling change. Managing quality assurance programmes.
  - ➢ Counseling, mobilizing and imparting training for NDLM programme.
  - ➢ Reviewing budgets and managing cost and facility layout.

- Worked as Instructor ICT B.Ed. in SR Mahila Vidhyapeeth Gonda from Sep14 -May16
  - ➢ Teaching and imparting training for B.Ed ICT program
  - ➢ Design, prepare and order educational aids and materials

- Worked as SAP ABAP Developer (Support) MGL Consultancy, New Delhi from Dec2012 – jun14.

- Worked as Manager/Faculty in Computer @ Education, fromJune'08 – jun11
  - ➢ Managing the administrative and educational activities.
  - ➢ Imparting training on various programming languages.

- **W**orked as IT Coordinator in HCC (Site Project), Faizabad from June'06-Feb'08.

- **W**orked as a Software Developer with Prosix Softron Pvt. Ltd. from March'03 - May'06

PROFESSIONAL PROFILE

MCA from IGNOU, New Delhi 2005

BCA from IGNOU, New Delhi 2000
Senior Secondary (PCM) from UP Board, Allahabad
Higher Secondary (Science) from UP Board,

PERSONAL PROFILE

Name	:	Ravi Kant
Marital Status	:	Married
Languages Known	:	English & Hindi
Nationality	:	Indian
Passport #	:	N3557298Exp. 10/2025