

PROFESSIONAL SUMMARY

Results-driven Administrative Leader with over **13 years of experience** in the **education sector**, managing operations for schools, colleges, and universities. Proven success in streamlining **campus administration**, enhancing **HR systems**, managing **multi-crore budgets**, and ensuring **regulatory compliance**. Adept at improving institutional efficiency through strategic vendor management, event execution, and cross-functional collaboration. Passionate about creating secure, compliant, and productive academic environments.

KEY SKILLS

- Strategic Administration & Operations Management
 - University & College Administration
 - Regulatory Compliance (UGC/AICTE/NAAC)
 - HR & Staff Administration
 - Governance & Record Maintenance
 - Academic & Examination Coordination
 - ERP & MIS Reporting
 - Budgeting & Resource Management
 - IQAC, and Audit Handling
 - Event & Grievance Management
 - Committee Coordination & Reporting
 - Regulatory Compliance & Government Liaison
 - Facility & Vendor Management
 - Procurement & Inventory Control
 - Event Planning & Execution
 - Stakeholder Communication
 - Institutional Policy Implementation
 - Team Leadership & Conflict Resolution
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PROFESSIONAL EXPERIENCE

Podar International School, Bihar

Administrative Officer | Oct 2024 – Present

- Directed campus operations for 2500+ students and staff, maintaining seamless academic and facility functioning.
- Achieved 15% reduction in operational costs through improved procurement and vendor restructuring.
- Oversaw ₹20+ lakh annual budget; implemented tracking systems ensuring zero cost overruns.
- Reduced issue resolution time by 25% through workflow realignment across admin and academic departments.
- Delivered analytical dashboards for leadership decisions; maintained full statutory compliance.

Arunachal University of Studies, Arunachal Pradesh

Administrative Officer | Mar 2022 – Aug 2024

- University-wide administrative coordination and HR compliance for 150+ staff.
- Coordinated academic calendar, audit responses, and UGC documentation.
- IQAC Member (2022–2024); contributed to NAAC and ranking processes.
- Spearheaded cost-saving and vendor negotiations saving ₹5+ lakhs annually.

- Led over 50+ academic and cultural events annually with on-time delivery and budget control.
- Negotiated vendor agreements, saving ₹5+ lakhs/year while improving service quality.
- Passed all safety and compliance audits with zero non-conformities.

Nowgong Law College, Nagaon – Assam

Administrative Officer | Feb 2019 – Mar 2022

- Supervised college operations for 800+ students and 30+ faculty; managed facilities, transport, and student services.
- Digitized attendance/leave systems, increasing accuracy by 35%.
- Led a team of 10+ admin staff; improved staff retention and team output through structured performance support.
- Organized vendor-supported events and workshops, achieving 100% vendor SLA adherence.
- Enhanced communication with parents and managed student discipline issues.

HDFC Life, Pune (DNA Channel)

Agency Development Manager | Sep 2014 – Sep 2015

- Recruited and trained a team of 20+ insurance agents; ensured 100% target achievement.
- Increased agent productivity by 30% through structured training and performance coaching.
- Conducted weekly sales reviews and PRP meetings to track growth and refine sales strategy.

IIPM – SMG Group, Bangalore

Career Development Manager | Dec 2010 – Jun 2014

- Led full-campus recruitment and internship placement processes.
- Built partnerships with 50+ companies, enhancing student placement success.
- Delivered performance reviews and job coaching, resulting in a 40% boost in interview success.
- Created recruiter feedback-based training modules.

Academy of Design and Management, Bangalore

Admin Manager | Jul 2008 – Oct 2010

- Managed day-to-day administration and compliance across the design school.
- Supervised a team of 15+, implemented office SOPs, and improved interdepartmental coordination.
- Handled budgeting and procurement; reduced financial overages by 10%.
- Ensured readiness for audits and vendor compliance.

Freelance Consultant – Concentric

Social Media & Business Consultant | Nov 2015 – Jan 2019

- Provided digital promotion and consulting to education institutions and hospitality clients.
- Ran Facebook/Instagram campaigns that increased audience engagement by 40%.
- Helped local brands boost reach by 20–30% through social presence and event promotions.

EDUCATION

- **MBA**, International Business & Travel and Tourism, Kazian School of Business Management, Pune – 2013 with 60%
 - **B.Com**, Nagaon GNDG Commerce College, Guwahati University – 2006 with 44%
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CERTIFICATIONS

- Google Certified Digital Marketer
 - A+ Grade, CDAC in Computer Basics & Multilingual Technology
 - Expert in MS Word, Excel, PowerPoint
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PUBLICATIONS

- *"Navigating the Digital Abyss: Harnessing Boolean for Precision Info Retrieval"* – AUS Digest, 39th Ed.
 - *"Six Sigma in the Disciplinary World: Enhancing Efficiency and Quality"* – AUS Digest, 44th Ed.
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PERSONAL DETAILS

- Date of Birth: 8th November 1984
- Location: Nagaon, Assam
- Languages: English, Hindi, Assamese

Achievement

Member of IQAC for 2 years. From 2022 to 2024 during my tenure at Arunachal University of Studies.

References available upon request.