

Ankit Negi

Career Objective - To get an opportunity where I can make the best of my potential and contribute to the organization's growth

About me - Smart working, Always willing to learn new things
Self-motivated with outstanding time management capabilities



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Dehradun



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SKILLS

Leadership

Good Communication

Problem Solving

Estimation

Site Inspection

Planning

MS Excel

Auto- CAD

WORK EXPERIENCE

Academic counsellor Graphic Era University

09/2022-09/2024

Achievements/Tasks

- Implement and oversee a high school guidance program that provides students with a safe and non-judgmental way to voice their concerns or worries
- Assist school administrators and educators with planning and carrying out school-related programs and events
- Analyze student performance in the classroom to provide guidance and identify potential problems
- Learn students' names, career objectives and other details so you can better serve them
- Help students develop academic plans in accordance with their skills, talents and strengths
- Work collaboratively with the school nurse and other supportive staff
- Facilitate crisis intervention and prevention programs
- Communicate with teachers, parents and administrators on an ongoing basis about behavioral and academic problems
- Successfully generated revenue through online, offline, and social media leads.
- Utilized cold and warm calling techniques to establish connections and close deals.
- Conducted online sessions via VC/WAVE to facilitate deal closures.
- Led a team of 6 members, meeting and surpassing monthly targets consistently.
- Fostered a growth-oriented environment, nurturing team members' professional development.

Assistant Professor (Civil Engineering)

Graphic Era Hill University

08/2021- 08/2022 Dehradun, India

Achievements/Tasks

- Worked as a Alumni Coordinator thus maintaining alumni relations and ensuring their active participation in various talk series .
- Worked as a Admission Counsellor and giving admissions for all courses to university
- Identifying areas of concern of specific students .
- Providing additional support when needed .
- Ensuring teaching methods are up-to-date and effective .
- Multitasking and time management skills to handle multiple responsibilities and tasks
- Enforce school policy and regulations
- Provide feedback to instructors, staff, students, and administrators

Lecturer (Civil Engineering)

Graphic Era Hill University

07/2018 - 07/2019, Dehradun, India

Achievements/Tasks

- Managing communication with parents and colleagues
- Keeping track of deadlines
- Maintaining accurate records of your students progress
- Develop assignments and lesson plan
- Tracking behaviour goals and management
- Site inspection of various university projects
- Provide constructive feedback to students
- Oversee classroom activities, facilities, and equipment

EDUCATION

M.Tech (Structural Engineering)

Graphic Era, Dehradun

2019 - 2021,

8.6 CGPA

Bachelor of Technology (Civil Engineering)

Graphic Era, Dehradun

2013 - 2017,

7.0 CGPA

Class XII, CBSE

Army Public School

2012 - 2013,

72 %

Class X, CBSE

Army Public School

2010 - 2011,

8.6 CGPA

ACHIEVEMENTS & CERTIFICATION

AMCAT Certified Data Processing Specialist

Aspiring Minds(10/2016)

NPTEL Certified Course : Hydration and Porosity

ISO (9001: 2015) : Agile Scrum Activity

LANGUAGES

English

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

