

SHARAPHAT HUSAIN



+919558294201



sharafat0294@gmail.com



Lucknow, Uttar Pradesh



www.linkedin.com/in/Sharaphat-Husain

WORK EXPERIENCE

13 Years' Experience

Aakash Byju's [Aakash Educational Services Ltd.]

Tenure: 9 years

- **Designation: Regional Manager – EDP Operations in Zonal Office**

April 2021 - Present · 1 Year | Lucknow, Uttar Pradesh

Role & Responsibilities: Regional EDP Manager | Central Region (UP, MP, CG & Uttarakhand)

- 1) Taking care of More than 40 Branches with 50+ Subordinates.
- 2) Handling Regional Operations (EDP) with the help of Branch Ops Team.
- 3) Responsible for Compliance Management, Branch Audits, Branch visits in a regular interval.
- 4) Analyze Daily Admissions Sales & Operations Reports for Regional Director.
- 5) Analyze Student Database Management through ORACLE-ERP & Sales Reports.
- 6) Managing Students Attendance Data at Regional level & Provide High Risk Dashboard.
- 7) Internal Test Scheduling Vs Result preparation for Student performance.
- 8) Managing Students Communication (SMS & Email).
- 9) Collecting External Exam Roll Number Collection like NEET, JEE Main/Advanced, other Olympiads.
- 10) Technical issues Tickets Monitoring & supporting for Resolution
- 11) Training & Support giving to the Branches.
- 12) Co-ordination directly with Corporate branch office to Head Office.
- 13) System Planning to meet the vision of the management.
- 14) Planning of curriculum: Time Table, Entrance Exams Results, Online/Offline Test and Results etc.
- 15) Preparing in Different types of Creative for Media & Publicity. Result creative preparing to Zonal level.

- **Designation: Assistant Manager – EDP Operations in Regional Office**

Apr 2016 - Mar 2021 · 5 Years | Ahmedabad, Gujarat

Regional EDP Officer | West Region (Gujarat, Rajasthan & MP)

- **Designation: EDP Executive – Branch Operations**

Mar 2013 - Mar 2016 · 3 Years 1 month | Ahmedabad, Gujarat

Rajasthan Patrika Pvt. Ltd.

Tenure: 3 years

Designation: Admin Executive (Graphics Designer)

July 2012 to March – 2013 | Ahmedabad (Gujarat) Tenure-1

August 2007 to March – 2010 | Udaipur (Rajasthan) Tenure-2

- Collecting all reports from marketing department and maintain all records in ERP System.
- Maintaining record of Sales & Distribution, prepare monthly report.
- Reporting to National Head & Coordinate with Marketing Team.
- Handling all type of IT & Hardware related work assigned by Senior.

Dainik Bhaskar (DB Corp. Group)

Tenure: 1 year

Advt. Designer, Udaipur Rajasthan

June- 2010 to July– 2011

- Designing all type of advertisement & promotional layouts. Page making of classified pages & advertisements.
- Working on Special Editions like Rakshabandhan, Holi, Diwali, Gandhi Jayanti, Independence & Republic day.
- Communicate with Marketing & Editorial department related to Advertisement design.
- Innovative & creative ideas developed by new initiatives.

Educational Qualification

- M. Com (Previous) from Mohan Lal Sukhadia University, Udaipur in 2011.
- B. Com from Mohan Lal Sukhadia University, Udaipur in 2010
- Senior Secondary from Rajasthan Board of secondary Education, Ajmer in 2006
- Secondary from Rajasthan Board of secondary Education, Ajmer in 2004

Achievements

Best Employee Award – 2013, 2014 & 2015.

Successfully completed 9 years of Service at Aakash Byju's with Work Satisfaction.

Key Skills

- Data Analysis (ERP, Salesforce, LMS & CRM) & Power point Presentation
- Operations Management, Business Development, Franchise conversion
- Resource Management, Employee Recruitment
- Team Management, Team Building with Leadership
- Having 10+ Experience in Graphic Designing & Adobe Photoshop with Page maker.

Personal Details

Date of birth : 05-Jan-1990
Father's Name : Lt. Hasan Baksh
Marital Status : Married
Notice Period : 1 Month
Current Location : Lucknow, UP

Place:

SHARAPHAT HUSAIN