

NIKITA SURYAWANSHI

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OBJECTIVE

Motivated Computer Science graduate with foundational knowledge in web development, including HTML, CSS, JavaScript, and Python. Experienced in building academic projects and eager to gain hands-on experience as a Full-Stack Development Intern. Passionate about learning modern technologies such as React.js, Node.js, and database systems while contributing to real-world web applications.

EXPERIENCE

3/24 -
1/2025

SG institute

Business development manager (BDM)

Business Development Manager

Training Institute : SG institute

Key Responsibilities:

Promoted the institute's training courses and generated new student enrollments.

Handled student inquiries through calls, emails, and social media platforms.

Provided detailed counseling to prospective students regarding courses, fees, batch timings, and career opportunities.

Achieved monthly and weekly sales targets by converting leads into course enrollments.

Generated new leads through telecalling, online platforms, and referrals.

Maintained and managed student and lead data using Excel and CRM tools.

Conducted regular follow-ups with potential students to increase conversion rates.

Prepared daily and weekly sales reports and shared performance updates with management.

Supported marketing and promotional activities to increase course visibility.

Built and maintained strong relationships with students to ensure a positive experience.

7/ 2025 -

Knowledge Gate

Operation coordinator

Knowledge Gate (EdTech)

Sep 2025 – Present

- Coordinated daily EdTech and academic operations to ensure smooth functioning of training programs.
- Managed faculty coordination, session scheduling, and webinar operations.
- Handled student queries, course management, and operational support.
- Maintained data records, reports, and operational documentation.
- Collaborated with internal teams to ensure smooth course delivery and operations management.
- Supported task management and scheduling for training sessions and events.

EDUCATION

2025

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Bachelor of Engineering (Computer Science)

7.36

2022

MSBTE

Diploma in Computer Engineering

75%

SKILLS

- Professional Skills: EdTech & Academic Operations Management Data Handling & Documentation Team Coordination & Communication Records & File Management Microsoft Office (Excel, Word, PowerPoint) Communication Task & Schedule Management

- Technical Skills Programming Languages Python JavaScript (Basic) Web Technologies HTML CSS Bootstrap JavaScript Frameworks / Tools Django Git (Basic) Database SQLite MySQL (Basic) Other Tools Microsoft Excel Google Sheets Zoom / Google Meet
- Soft Skills : Problem Solving Team Collaboration Communication Time Management Quick Learner

PROJECTS

- **Online Learning Management Portal**
Technology: Python, Django, HTML, CSS, JavaScript, Bootstrap, SQLite
Developed an online platform for managing students and courses.
Implemented course management and user management features.

CIRTIIFICATION

- **Python** - ITT Council - Information Technology and Technical Education Council, Delhi