



KRITIKA AHUJA

An enthusiastic & high energy driven professional targeting High level assignments as an **Online educationalist** with a reputed organisation

Profile Summary

- Persuing Masters with zeal to make a winning career as Experienced online Educationalist with an experience of nearly 8 years
- Presently associated with Mytutorialacademy online tutorials, Online as Online Tutor
- Expertise in leading employee training and development division by monitoring competency grids and identifying training needs for skill / competency up-gradation
- Assisted as Former Resercher for 1.5 years at IIT, Delhi from 2012 to 2014
- Proficient in Training Operations / Business L&D role & deliverables, understanding business & aligning goals and managing Trainer Certifications, Training Audits, Feedbacks and Trainer Life cycle Development
- Attended seminars on the topics like Driving Sales and Operations, Multi-Unit Management, Basics of Human Resources Law, Managing Multiple Projects, Recruiting, Instructional Design, Facilitation, Leadership, Communication Skills and so on
- Excellent relationship management, communication skills to network with consummate ease
- Monitored student's progress relative to their individual course schedule and ensured to follow all the guidelines as appropriate.
- Provided timely and appropriate feedback to student for their assignments.
- Monitored and participated in the Online Instruction Community forum/discussion group/s.
- Managed to establish contact with student inactive for excessive days.
- Some teaching to adult migrants, one-to-one and in small groups is also delivered in the home.

CORE COMPETENCIES

- Collaborative Learning Techniques
- Study Skills Incorporation
- Discussion Forums Management
- Tutoring Resource Development
- Homework Assistance
- Comprehension Improvement
- Progress Evaluation
- Online Study Strategies
- Constructive Feedback
- Technically Savvy
- Learning Environment Creation
- Standardized Online Grading

ORGANIZATIONAL EXPERIENCE

Since Feb'14	Wipro Technologies	
Deputation:		
Feb'14 – Mar'15	Wipro Technologies, Pune	Technical Consultant
Since Mar'15	Wipro Technologies, Gurgaon	Traning Development Lead

Key Result Areas:

- Developed and implemented an online grading system which worked in sync with state grading systems with just one command
- Introduced Study Mod, a comprehensive online (video) tutoring software, created especially for online tutoring purposes
- Created a bank of online teaching resources by performing dedicated research activities for each assigned discipline
- Trained 12 online tutors in online study strategies and teaching students how to incorporate study skills into daily work modules
- Analyzing needs of training on the basis job analysis, appraisal schemes and consulting with human resources departments
- Compelling weekly workshops on various concepts for making all employees aware of new techniques in their respective fields
- Providing cross functional knowledge for better working of organization and departments
- Managing ongoing development process for the staff after their appraisal process
- Designing career development programs for all positions helping in succession planning
- Documenting reports on a daily basis regarding the content of training with different department heads to cover all aspects needed during training for accordingly preparing training calendar on monthly and yearly
- Preparing reports of the programme and submitting to top management for ensuring the implementation of the concepts taught are made in the organization
- Achieving training targets with varioys equipments and techniques for enhancing the productivity and revenues for sustained growth within the organisation
- Sustaining the overall bench reduction, resource billability, utilisation and reduction of cost delivery across the accounts
- Assisting manager for providing allocation reports as per the schedule
- Maintaining consistant contact with the client for understanding customer requirement & customising as per needs
- Interacting with onsite and inside team of the project

Highlights:

- Awarded with BU-Elevation by Avinash Dattatraya Kulkarni in 2015
- Received appraisals for excellent contribution in 2015 and 2016

- Supervised designing and preparing of green synthesis of efficient novel functionalized antimalarial agents at Department of Biotechnology in 2013
- Formulating information for dialog programming, designing and developing layouts
- Facilitated the training 4-5 sessions in a day; coordinated the 1 hour training with training academy for online training and examinations; worked on content customization as per the requirement
- Helped in directly generating a substantial percentage of revenue worth INR 3.4 Lakhs for the organisation through business development and delivering training programmes
- Expert in working on interactive reports, ALV, dialog programming, ABAP/4 interfaces development, data conversions, enhancements, user exits and so on
- Won Awards for:
 - Top Performer Award for streamlining leadership development processes in 2016
 - Three Appreciation Awards for championing rollout of health and wellness programs in 2012-2013
 - Three Letters of Recognition for exceptional initiative and dedication in 2014, 2015 & 2016
 - Two Outstanding Performance Awards in 2013

MAJOR PROJECTS

Online Tutor

- Comprehend the basics of academic programs assigned to students and create lesson plans accordingly
- Assist students in learning concepts by providing them with augmentation on concepts already taught in class
- Ascertain that students' weak areas (subjects) are paid special attention to
- Motivate and encourage students to provide them with confidence so that they can thrive in an actual classroom environment
- Set ground rules for online behavior so that class interruption is minimized
- Assist students in developing their study skills in accordance to the needs of each subject
- Monitor student progress and ensure that a periodic evaluation is conducted
- Handle online technical problems such as video issues or connectivity problems

During Working Tenure:

Title : **Origin Energy Retail**
Duration : Feb'14 to Feb'15
Client : ORIGIN-CMO-AD : Origin Energy Retail Ltd., Australia
Designation : SAP Technical Consultant
Environment : SAP ECC 6.0

Title : **Origin Energy CMO AD**
Duration : Since Feb'15
Client : ORIGIN-SAP-RELEASES : Origin Energy Retail Ltd., Australia
Designation : SAP Technical Consultant
Environment : SAP ECC 6.0

Responsibilities for both the projects:

- Created collection worklist dialler report in finance
- Functioned on enhancement for various inbound IDOCS
- Directed the feasibility of the functional requirements specified in the functional specification
- Arranged the Technical Specification (TS) based on functional specification
- Developed objects and executing unit tests on all objects prior to formal delivery
- Organised work on service order response creation in work-flows and exception management via BPEM case category
- Learnt creation of custom FQ- events in FICA

ACADEMIC DETAILS

- Persuing Masters from Online Distance Amity University, Noida
- B.Sc. (Hons) Chemistry from Sri Venkateswara College, Delhi University in 2013 with 80%
- 12th from Father Agnel School, Delhi, CBSE Board in 2010 with 81.3%
- 10th from Father Agnel School, Delhi, CBSE Board in 2008 with 88.5%

Other Course:

- Certified Course in scientific writing and publishing from Virtual Workshop

ACADEMIC PROJECTS

Project 1:

Title : **Novel functionalized chiral small Peptidomimetics : A green chemistry approach**
Duration : 4 months
Award : DBT Star Student Innovation Award 2012 (1st Position)

Project 2:

Title : **Purification and Characterization of Cytochrome p450 from Liver for the Study of p450 Interaction with Anticancer Drug Molecule**

Duration : 1 year
External Supervisors : Dr. Shashank Deep (Dept of chemistry, IIT Delhi), Dr. K. Nrayanasamy (Vice President, Sphaera Pharma, Manesar, Haryana)
Award : Star Innovation Project

EXTRACURRICULAR ACTIVITIES

- Active volunteer for numerous causes including AIDS Walk, Make-A-Wish in 2015
- Received:
 - Merit Certificate in Moral Values at Father Agnel School, Delhi
 - Merit Certificate in Academic Excellence at at Father Agnel School, Delhi in 0611
 - Successful participation in 3rd National Cyber Olympiad at at Father Agnel School, Delhi in 2010
- Attended:
 - 7th Indo Italian Workshop on Chemistry and biology of Antioxidants at Delhi in 2012
 - Conference on Convergence of Science and Spirituality at Institute for Science and Spirituality, Delhi in 2012
- Won Awards for:
 - 2nd Position for the poster making competition on Molecular Docking at Department of Biotechnology in 2013
 - 1st Position for the paper presentation competition on Purification and Characterization of Cytochrome P450 from Liver for the study of P450 interaction with Putative Anticancer Drug molecules at Delhi in 2013

SEMINARS

- National seminar on Green Chemistry by Sri Venkateswara College, Delhi in 2012
- National seminar on Innovative Projects by Sri Venkateswara College, Delhi in 2012

IT SKILLS

- **Office Tools** : MS Office (Word, Excel, PowerPoint), Visual Basic, MS Access, Wiziq, Webinar
- **Operating Systems** : Windows XP, Windows, SAP ECC 6.0

PERSONAL DETAILS

Date of Birth: 28th October 1991
Languages Known: English, Hindi and Punjabi