



ISHITA GAUTAM

@ iishita541@gmail.com

8824101806

Shrinath Puram, Kota (Rajasthan)

Specialization

Leadership Skills

eCareerPoint Application

Remote Softwares (ShowMyPC,
TeamViewer, AnyDesk)

Inventory Management

Installation of Recorded Lectures in
PenDrive / SD Card

Microsoft Word

Microsoft PowerPoint Presentations

Excel Sheets (Google + Microsoft)

Team Work

Customer Support

Interests

Fabric Painting

Riding

Surfing through internet

Making new dishes

Historical Movies

Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- Career Point Institute** 4/2020 - 8/2021
Operations Executive
 - Analyse eCareerPoint Application glitches, updations
 - Sorted problems faced by student/parent in online classes
 - Create and maintain proper data of the students enrolled
 - Resolve forwarded inbound and outbound queries (C-ZENTRIX, WhatsApp)
 - Maintain inventory of Recorded Plancess and eCareerPoint's PenDrive, SD Card (Video Lectures)
 - Excel at ShowMyPC, TeamViewer and AnyDesk Softwares (Remote Softwares)
- Career Point Institute** 05/2019 - 04/2020
Sales Executive
 - Maintained client relations by responding to day-to-day concerns
 - Managed with appreciable amount of sales per month including online and offline products
 - Maintained attendance of All India Test Series Students and informed parents for the absence

Education

- Career Point University** 2020
B.tech (Civil)
7.29/10
- Vardhaman Mahaveer Open University** 2019
RS-CIT
80%
- St. Joseph's Sr. Sec. School** 2016
Senior Secondary Education
68%
- St. Joseph's Sr. Sec. School** 2014
Secondary Education
83%

Projects



Concrete Block

- ☐ Participated as an active member in the construction of cement concrete blocks
- ☐ Used aggregate, Portland cement, sand and fine gravel to construct high density block
- ☐ Setting Time, Workability Test, Compressive Strength Test
- ☐ Aggregate of 10mm size, concrete 1:3:6 , cement-sand mixture with 1:8 were used.

Green Building Requirement (Kota City)

- ☐ Analysed the condition of current buildings and its maintainance
- ☐ Using Internet and Articles, created a report for the urgent requirement of Green Building Construction in Kota City
- ☐ To save the motherly nature and its elements- reuse, recycle and reduce (3R's) were implemented

Intelligent Transportation System

- ☐ Marked the traffic issues, accidents and other harmful incidents due to the lack of awareness and carelessness
- ☐ Using Internet and Articles created a report on the management of traffic, creating awareness amongst people for traffic rules
- ☐ As a conclusion, intelligent transport techniques like- toll system, sensors used on roads etc. included innthe report



TRAINING

- **Waste Water Treatment under RUIDP**
 1. Industrial Training of 45 days at Dineshchandra R Agarwal Infracon Pvt Ltd, Kota (Raj.)
 2. Practiced the geotechnical surveys and worked with different kinds of hydraulic pipes for sewage treatment plant and it's flow.



Achievements & Awards

- Achieved one of the top position in Cement Concrete Block Project
- Achieved Grade 'A' in Intelligent Transportation System in Kota City Project



PERSONAL DETAILS

- **Name**
Ishita Gautam
- **Father's Name**
Bhoopendra Sharma
- **DOB**
11 September 1998
- **Gender**
Female
- **Nationality**
Indian
- **Marital Status**
Single