

# RESUME

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ARIHANT KUMAR JAIN

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## CAREER SUMMARY :

With **9+ years** of experience in operations, content, and category management, I focus on optimizing processes, enhancing content quality, and driving engagement in data-driven environments.

## WORK EXPERIENCE :

- Worked in [sathee.prutor.ai](#) (An Initiative of [Ministry of Education](#) and [IIT Kanpur](#)) as **Content Manager(Team Lead)** from 26/08/2023 to 21/01/2025
- Worked in [ixambee.com](#) (Atozlearn Edutech Private Limited) as **Content Manager** from 12/04/2023 to 18/08/2023
- Worked in [cracku.in](#) (Chaya Education Private Limited) as **Content Manager** from 01/08/2019 to 31/03/2023
- Worked in [MBS](#) as **Website & Social Media Manager** from 01/07/2017 to 27/07/2019
- Worked in [MITWS](#) as **Website & Social Media Manager** from 01/12/2015 to 30/06/2017

## PROFESSIONAL RESPONSIBILITIES :

- Awareness about the Notifications, Exam dates, Pattern changes, Level of exam, Cutoff, Results etc. of different **competitive exams** like **JEE, NEET, Bank(IBPS & SBI), Insurance, Regulatory Bodies(RBI, SEBI & NABARD), CUET, CLAT, SSC, Railway** etc.
- **Schedule management and execution of Live and Recorded Classes**
- **Coordination** with different **stakeholders**
- Identifying **threats & challenges** and providing solutions for them
- **Manage** a team of **Teachers and SMEs (Subject Matter Expert)**
- **Mock test schedule management** for different **competitive exams**
- Conduct **content review** to ensure quality and accuracy
- Develop **exam patterns** for different **competitive exams**
- Improve the **efficiency** of the team
- High level content awareness for **Reasoning & Quantitative Aptitude**

- Understanding the behavior of users on **platform** with respect to the product or service
- Online **market research** and analysis

## **ACHIEVEMENTS :**

- Successfully managed and coordinated **2000+ hours** of learning sessions.
- Effectively communicated & coordinated with a team of **40+ teachers and SMEs**.
- Remarkable increase in the **regular enrollments** of users for the mock tests.
- High level **Quantitative Aptitude** content developed which was very close to the actual exams specially for **RBI Grade B and Bank PO**.
- Developed and delivered high-quality mock tests for **SBI PO Main** and **IBPS PO Main** within targeted timeframes, achieving exceptional results with limited resources.
- Reached up to the **interview level** in **IBPS PO and RRB PO**.
- Successfully selected in **Allahabad Bank (now Indian Bank)** at the Clerical level.

## **SKILLS :**

### **Leadership**

- Team Management
- Team Building
- Communication
- Decision Making
- Collaboration
- Time Management
- Problem Solving

### **Exams & Content**

- Competitive Exams Knowledge
- Mock Test Strategy
- Content Creation and Management
- Exam Review
- Quality Assurance
- Analytical Thinking
- Quantitative Aptitude
- Reasoning Ability

### **Tech & Tools**

- Artificial Intelligence (AI)

- Digital Marketing
- Automation
- Data Tools
- Basic Programming

## **EDUCATION QUALIFICATION :**

- **BCA** from **University of Rajasthan** (2010 to 2013)
- 12<sup>th</sup> (**Science Maths**) from Board of Secondary Education, Rajasthan (2010)
- 10<sup>th</sup> from Chhattisgarh Board of Secondary Education, Raipur (2008)

## **COMPETITION EXAM QUALIFIED :**

- IBPS PO Mains (2020-21)
- IBPS RRB officer scale I Mains (2020-21)
- IBPS CLERK Mains (2019-20) [Got **Allahabad Bank**]
- SBI CLERK PRE (2019)
- IBPS PO PRE (2018)
- RRB ALP CBT I (2018)
- IBPS CLERK PRE (2017)

## **COURSES COMPLETED :**

- Prompt Engineering for ChatGPT
- Introduction to Digital Marketing
- AI in Digital Marketing
- Project Management
- Product Management

## **PERSONAL DETAILS :**

Name : ARIHANT KUMAR JAIN  
DOB : 04/10/1993  
Nationality : Indian  
Languages known : Hindi and English  
Current City : Noida

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**Date :**

**Signature**