

# RAJEEV ANAND

**Phone:** 6200122508  
**Email:** rajeeva703@gmail.com  
**Address:** Manoura, Dehri, 821307 (IN)

## PROFESSIONAL SUMMARY

Academic Associate with strong leadership qualities and focus on achieving program goals. Oversaw internal administrative activities through program planning, guidance and leadership. Expert at coordinating program logistics, Leading Teams and Performing with excellency. Highly organized with vision and enthusiasm to achieve program goals and objectives.

## EMPLOYMENT HISTORY

**Jun. 2018 – Present**  
**Delhi, Delhi**

### ACADEMIC ASSOCIATE, ForumIAS

- Work on CSAT Question Paper and Notes.
- Prepare materials and classrooms for class activities.
- Collaborate with other teachers and professionals in the development of instructional programs.

### PROJECTS

- Leded CSAT SIMULTOR TEST SERIES Project
- Worked on SFG entrance test project

## EDUCATION

**Oct. 2018**

### Bachelor of Science: Chemistry

- Jawahar Lal Nehru College - Veer Kunwar Singh University - Dehri, Bihar

## SKILLS

Work Punctuality

Public Speaking

Good Communication and Writing

Experience of Leading Team with Responsibilities

Proficiency Working on Google docs

Proficient In Working on MS Word, Excel