

URVASHI GUPTA

c/o Mr. Kamal Gupta, Aashiana Building, 25, Nepeansea Road, Next to Bank of Baroda, Mumbai – 400006.
Mobile: [+91-96199 02507](tel:+91-96199 02507) ~ **E-Mail:** urvashi.gupta@omkar.com

OBJECTIVE:

To secure a challenging management position with a dynamic organization where my knowledge, experience and skills will contribute towards the growth and success of the organization.

ACADEMIA:

2009-2011: UNIVERSITY OF WEST LONDON (UNITED KINGDOM) - DIPLOMA IN HIGHER EDUCATION; EVENTS MANAGEMENT

2011-2013: Middlesex University (United Kingdom) – Bachelor of Arts (Hons.) International Business Administration

PROFESSIONAL ENHANCEMENTS

July 2016 Five days residential “Senior Leadership Coaching: Coaching for performance” workshop attended at the Indian Institute of Management Bangalore (IIM-B)

July 2016 One day workshop on “Delivering efficiencies through best practices in Facilities Management” attended in Mumbai with RICS

June 2016 One day workshop on “Real Estate Valuations in a difficult market-challenges & best practice” attended in Mumbai with RICS

Sept 2015 Three days residential “Accelerating Sales Performance” workshop attended at Indian Institute of Management Bangalore (IIM-B)

April 2007 One day certification course on “Basics of Stock Market” at the BSE Training Institute in Mumbai

Notable Academic Achievements:

July 2012 Successfully accomplished the “Introduction to English Law” course from The London School of Economics and Political Science Summer School in United Kingdom.

PROFESSIONAL EXPERIENCE

Sept’10 – Sept’12 with Blackstone Property Management Ltd. at Kings Cross, London, United Kingdom as Resident Assistant (while pursuing graduation)

Key Deliverables

- ◆ Assessing and responding to over 160 residents on wing
- ◆ Planning & executing educational, social and recreational programs for the residents
- ◆ Liaising between residents and the building management
- ◆ Counseling peers on personal, academic and career related matters
- ◆ Performing various administrative duties
- ◆ Enforcing the management policies and contracts meticulously

NOTABLE ACHIEVEMENTS

- ◆ Accredited with certificates for attending coffee roasting skill-building workshop in Mumbai and accomplishing Level 1 & 2 of Photography workshop from London School of Photography.

(Urvashi Gupta)