



SANJOG BANGA

ASSISTANT MANAGER /QUALITY CONTROL
MANAGER/ TEACHER

CONTACT

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Visa Status: Family Visa

EDUCATION

2017-2019
**PYRAMID COLLEGE OF BUSINESS
AND TECHNOLOGY IKG-PTU**

- MBA in HR and Marketing
- CGPA 8.45

2013
**RAYAT BAHRA COLLEGE OF
EDUCATION, PU**

- Bachelor of Education
- Percentage 76%

2011
GKSM COLLEGE,PU

- Bachelor of Commerce

SKILLS

- Problem Solving
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- MS Office Proficiency

LANGUAGE

- English (Fluent)
- Hindi (Fluent)
- punjabi (Fluent)
- Marathi (Intermediate)

PROFILE

Dedicated and result-oriented professional with extensive experience in human resources, quality control, and education. Adept at problem-solving, team leadership, and customer relationship management. Seeking an opportunity to contribute to organizational growth by leveraging interpersonal skills and a proactive approach.

WORK EXPERIENCE

- Assistant Manager cum HR Assistant** 2022-2023
Apna Hotel, Igatpuri
 - Interviewed, selected, and supported associates, ensuring adherence to hotel standards and values.
 - Resolved customer complaints and preempted issues by monitoring operations and employee performance.
 - Supervised workflow, business operations, and provided performance feedback.
- Quality Control Manager** 2020-2022
The MSP (The Knowledge Academy)
 - Conducted and monitored APMG portal exams as a certified invigilator and addressed delegate queries.
 - Conducted trainer evaluations as part of the Trainer Selection Panel and rated trainers based on their skills.
 - Supervised team tasks, provided hands-on training, and maintained attendance and leave records.
 - Improved the company's ratings on platforms such as Trustpilot and Google.
 - Coordinated with HR for reporting and team management.
- Teacher**
Alpine Public High School 2014-2017
St. Soldier Divine Public School 2013-2014
 - Delivered lessons aligned with curriculum guidelines from the Ministry of Education.
 - Administered assignments and examinations to evaluate student progress.
 - Conducted parent-teacher meetings and provided detailed progress reports.