



Kavya Ajit

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Summary

Strategy and transformation professional with 7+ years of experience converting ambiguous mandates into scalable systems and measurable outcomes. Combines structured problem solving, cross-functional leadership and stakeholder management, honed in a CEO's Office, with rare depth at the business–government interface

Professional Experience

Verbal Specialist | GregMat | San Francisco, US

- Deliver 1:1 GRE Verbal instruction to a global student base (primarily US-based), strengthening Reading Comprehension, Text Completion, and Sentence Equivalence through targeted diagnostics and practice plans.
- Consistently maintain high monthly session volume and re-bookings.

CEO's Office | KAS Mentor | Trivandrum, Kerala

- Drove enterprise-wide transformation from the CEO's Office across academics, technology, operations and marketing, contributing to a ~20% student selection rate in final rank lists of multiple competitive examinations
- Engineered a curriculum intelligence framework decomposing syllabi of multiple examinations into a subject-topic-subtopic taxonomy, enabling data-driven content planning, topic-weightage analysis and personalized learning pathways
- Designed the multidimensional classification framework powering an AI engine that mapped 10,000+ historical exam questions by difficulty, topic and success rate; partnered with tech teams to translate it into machine-readable workflows
- Owned end-to-end product design for 10+ educational offerings, from market and examination analysis to curriculum architecture, faculty planning and delivery, coordinating stakeholders across 6 functions
- Transformed a fragmented, mentor-dependent support model into a centralized digital mentoring and analytics platform for 1,500+ students, decoupling support from mentor availability and enabling data-driven interventions
- Institutionalised a 20-parameter faculty evaluation matrix to objectively measure teaching effectiveness, replacing subjective feedback with parameter-level development plans and a basis for incentive allocation
- Revamped academic delivery via structured faculty allocation, milestone-based tracking and SOPs, resolving chronic syllabus delays and aligning mock examinations with student preparation cycles
- Established an independent quality-control function with ERP-integrated, multi-stage review workflows, validating all questions, tests and learning materials prior to release
- Led a participative organisational redesign from a function-based hierarchy to product-aligned teams, reducing silos, clarifying reporting lines and improving employee engagement and execution efficiency
- Standardised hiring by converting ad hoc recruitment into multi-day assessment workshops with simulated job tasks and triple-blind scoring, improving workforce quality and role-fit across academic functions
- Directed educational marketing campaigns and webinars leveraging examination insights and methodology-driven communication, achieving conversion rates of up to 40%

Academic Specialist | iLearn | Trivandrum, Kerala

- Taught ~1,000 UPSC aspirants across Prelims, Mains, current affairs and essay-writing batches; curated question banks and mock tests aligned with evolving examination patterns
- Mentored 100+ aspirants through structured weekly one-on-one sessions, providing personalised academic guidance, performance feedback and resilience support across the examination journey
- Identified a recurring gap in aspirants' handling of abstract essay topics; designed a structured methodology linking philosophy, ethics and current affairs to real-world contexts, enabling nuanced, evidence-based writing
- Facilitated specialised workshops integrating critical thinking, cognitive biases and anthropology to strengthen analytical writing, translating complex ideas into examination-ready essays

Education

MA (Master of Public Administration – *IGNOU, Delhi* | *India*

BBM – *Christ University, Bangalore* | *India*

Accomplishments and Awards

- Twice qualified for the UPSC CSE Interview Stage—placing in the **top 0.25% of over 1 million annual candidates** in India's premier public service selection process
- Received an official commendation from the District Child Protection Unit, Govt. of Kerala, as Independent Education Consultant, for leading field research and designing systemic reforms to improve school retention in Kasaragod District.

- Awarded the prestigious UGC Junior Research Fellowship (JRF); placed in the top 0.7% of nationwide test-takers in Public Administration to secure premier doctoral research funding.

Co/Extra-curricular

- Won A Grade (highest award) in English Skit at the State Level of Kerala School Kalolsavam, Asia's largest school cultural festival, in two consecutive years (2007-09)