

**Position Applied For: Content Developer/ Editor – General Studies, Verbal Ability, and Reasoning**

**SURENDER KUMAR**

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**CLASSROOM TEACHING**

**CONTENT CREATION**

**ACADEMIC RESEARCH**

**FACULTY TRAINING**

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**Preferred Location: Chandigarh**

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**Executive Summary**

- A competent professional backed by 19 years of in-depth exposure to all areas of test preparation (specifically **CAT, GRE, GMAT, PO** and allied tests) including **Curriculum Planning, Active Teaching, Content Research and Creation, Faculty Training, etc.**
- Proven expertise in conceptualizing, researching, generating and validating content
- Proven, pro-active track record of creating fresh, original content for classroom needs
- Successful execution of long-term, complex projects involving small teams within deadlines
- A keen eye for quality and meticulous execution

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- **Language proficiency**

**Hindi, English, Panjabi**

I enjoy a great degree of felicity and comfort with translating content from one language into the other while sticking to the deadline. I am equally comfortable with conceptualizing, creating, editing and vetting the content for final publication.

I was instrumental in launching the Hindi version of *Gyanm General Awareness*, the magazine which I handle currently in my organization. As part of my current job profile, I am responsible for selecting news items, creating original GK practice questions, writing features like *Profit and Pleasure, Quiz, Current Affairs Analysis and Classroom* for both the English and the Hindi versions. A sample of *Profit and Pleasure* is enclosed herewith.

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## Test-Taking Experience

- Offered final admission to 6 universities for their MBA programmes
- Qualified the **Civil Services** 1995 (Prelimis with Psychology as an Optional), **UPPSC** (Prelim)'1995 and **MPPSC** (Prelimis) 1995, **PCS** Panjab 1998 (Prelimis), Was unable to participate further owing to family circumstances.
- Topped the Joint B.Ed. Entrance Examination (Stood 2<sup>nd</sup> with 196 marks out of 250) conducted by Panjab University, Chandigarh in July, 2001

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## Key Job Responsibilities Handled

- \* Classroom Training for MBA aspirants appearing for the Common Admission Test (CAT) of the IIMs, the premier management institutes in India.
- \* A much sought-after teacher of all **Corporate** and **Economy-related** topics among both the faculty and the students for Group Discussions and Personal Interviews.
- \* **Spearheaded**, developed, supervised and updated the entire course material at Bull's Eye, a pan-India chain of preparatory institutes, in the Verbal and Logical Ability areas.
- \* **Created** a database of original, high-quality **Question Bank** of **10000 + Test Questions**. Have done assignments on these topics for Internet publishing (**TCYonline.com** and **WIZIQ.com**), too.
- \* **Coordinated** the entire teaching work of all Verbal and Reasoning Faculty in Chandigarh and other centres. Devised modules for in-house Pre-Induction and In-Service Training of all Verbal Faculty in the department.
- \* Was promoted as the youngest Academic Head (Verbal) in the organization. Was awarded the **Letter of Appreciation for Invaluable Services** by the Management in 2008.
- \* Coordinating the work of other faculty in **TopCoaching.Com** and making it Internet –ready.
- \* Also freelanced as **Business Communication Officer** for an Overseas Education Advisory. The Job Profile included website development, correspondence with universities abroad and other corporate communication functions. Besides, I have been writing **Screen Plays** and **Voice-Overs** for promotional CDs prepared for schools and corporate houses.
- \* Created website content for **Isshguidance.com, Quickmigration.com, GKmine.com**

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## Current Employment Details

- \* **Gyanm**, Chandigarh as Senior Faculty – English and General Studies (Handling both the English and the Hindi versions of the magazine **Gyanm General Awareness**)
- \* Running the portal **GKmine.com**

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## Previous Employment History

- From February 2014, to February, 2015 with Bulls Eye, Chandigarh as Senior Faculty- Verbal
  - From August, 2011 to December, 2013 with T.I.M.E., Chandigarh as Senior Faculty- Verbal
  - From June, 2010 to March 31, 2011 with **Endeavor Careers**, A'bad as **Product Head - Verbal Ability**
  - From November, 2009 to February, 2010 with **TopCoaching.Com**, Chandigarh as Head Faculty- Verbal and Logic
  - From April, 2009 to October, 2009 with **EduCorp**, Chandigarh as Senior Faculty- Verbal and Logical Ability
  - From May, 2008 to April 2009 with **Innovative Consultants**, Chandigarh as Vice-President (Trng and Devp)
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- From August, 1999 to April, 2008 with **Bull's Eye**, Chandigarh as Academic Head (Verbal)
  - From September, 1997 to September, 2001 with **Acme**, Chandigarh as Partner
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- From June, 1996 to September, 1997 with **Ekadhiken Niketan**, Chandigarh as Verbal Faculty

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## Professional Qualification

Title	Specialization	Certifying Body	Year
MBA	Marketing	Kurukshetra University	1992

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## Other Professional Certifications

Title	Marks obtained	Certifying Body	Year
AMFI Advisory Module	86.5% (Qualified with distinction - Certified Trainer)	Association of Mutual Funds in India, Mumbai	2008
Capital Market Dealers' Module	70%	National Stock Exchange, Mumbai	2008

Dated: March 14, 2016

(Surender Kumar)

