**ANEESH VIJAYAN**

****+91-8943787736

aneeshv125@gmail.com

Skype ID – Aneesh Vijayan

A Seasoned teaching professional with demonstrated experience in ensuring academic continuity through proper communication for an inward change through an outward manifestation. Possess wide knowledge and expertise in various aspects of teaching, learning and leadership skills developed by 13 years of progressive responsibilities with robust teaching service and corporate experience in various Curriculum and Boards. The core competencies are as follows:

**INSTRUCTIONAL EXPERIENCE IN G.C.C**

**Hemaya Group (Safety & Security Service) Doha, Qatar (May 2015 – May 2017)**

**System Instructor and Access Control Trainer** (BeIn Sports Channel)

* Training the new employees about the operating methods of surveillance and access control
* Assigning the team on their daily routines
* Preparing daily reports
* Assigning Staff for the issuance of employees and visitors identity card
* Training and controlling electronic access to staffs and all vulnerable departments
* Daily induction for new recruits and refresher program for all staffs.
* Discipline and Hygiene in-charge

**TEACHING EXPERIENCE IN INDIA**

**Specialized in English, Sociology and Basic Computers**

**New Life English Medium School & Ministries, Vizag, India. (June 2017 – Till Continue)**

**Currently working as an Academic Counsellor for regular School and Bible College.**

* Member of the Academic committee
* Preparing Subject as per the Education Board Syllabus
* Conducting periodic tests including Semester and Board exams
* Meritorious experience in Handling Hi-Tech Theological and Regular Libraries
* Exam evaluate and superintendent
* Arranging welfare programs for students and staffs
* Policy Maker
* Infrastructure and Facilities supervision

**Malabar Theological College, Kerala, India (June 2013—March 2015)**

**Faculty, Librarian and Document Controller**.

* Preparation of Syllabus
* Preparing Academic Timetable, Exam Schedule
* Scrutiny of exams
* Library Management.
* Maintaining the inventory of books
* Literacy Programme for the senior Citizens

**Kurians’s Memorial School, Indore, Madhya Pradesh, India (April 2011 – March 2013)**

**Teacher and Admin Officer**

* Instructional duties
* Counsellor for students and Parents.
* Document Control.
* Preparing exam schedules, evaluation and Progress reports.
* Discipline and Hygiene in-charge
* Supervising Fees collection and Salary disbursement of Staffs.

**Green Mount English Medium School, Itanagar, Arunachal Pradesh (June 2010 – Feb 2011) Teaching and Documentation**

* Preparing exam schedules, evaluation and Progress reports
* Discipline and Hygiene in-charge
* Counsellor for students and Parents.
* Literacy & Literature Programmes for the senior citizens
* Residential in-charge for both girls and boys boarding’s

**New Life School of Mission, Vizag, India, (June 2006 – March 2010)**

**Faculty and Library in-charge**

* Meritorious experience in Handling Hi-Tech Theological and Regular Libraries
* Exam evaluate and superintendent.
* Arranging welfare programs for students and staffs.
* Computerized the Library with latest software
* Updating periodicals and textual releases
* Procuring and supply chain of latest inventories

**EDUCATIONAL BACKGROUND**

**M. A** (on progress - Master of Arts in Sociology), Andhra University, India.

**M.Div** (Master of Divinity- Theology) Asian Theological Association, India

**B. Ed.** (Pursuing- Bachelor of Education), Andhra University, India

**B.A** (Bachelor of Arts in Sociology and English)

**B.Th** (Bachelor of Theology), Asian Theological Association, India

**COMPUTER KNOWLEDGE**

**MS Office, G-Designing** (Photoshop, Page maker and Corel Draw)

**OTHER CERTIFICATIONS**

**OFFICE ADMINISTRATION & PUBLIC RELATION**

**Accounts Service Society, Kerala, India**

**REFERENCE**

 **Upon request**

**PERSONAL SUMMARY**

* Date of birth : 12/05/1981
* Nationality : Indian
* Languages known : English, Hindi, Tamil, Telugu & Malayalam