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RESUME

**SANJAY KUMAR**

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House No.E-44, Astha Kunj Apartments, Sector – 18, Rohini, Delhi-110 089 \*+91-9971455197\* skfamilysk@rediffmail.com

**Professional Summary:**

As a Teacher, Academic Coordinator and a Career Counselor with some experience of educational administration I am capable of being an asset to any institution I work for.

**Skills:**

\*Ability to plan projects \*Project cost planning

\*Specific research projects \*Project controls

\* Career Counselling

**Work History:**

**Research work for Global Union Federation(South Asia Office) since July, 2019 to date.**

 **Translation(Hindi-English/English-Hindi) & Transcription (Hindi-Hindi/English-English) since August, 2013 as a Freelancer.**

 **Deputy Project Coordinator, D.El.Ed.** 12/2017 to 06/2019.

**National Institute of Open Schooling – Noida, UP.**

\*Supervised in providing excellent service to callers requiring assistance on all issues.

\*Performed various administrative functions including filing paperwork, delivering mail, sorting mail, office cleaning and book keeping.

\*Managed Quality Assurance Program including on site evaluations, internal audits and customers surveys.

**Project on Skill Development Programme**,

**Mizoram Youth Commission, Government of Mizoram, Aizawl.**

**Faculty Member(English):** 02/2017 to 08/2017

**Academic Coordinator, Ojaswini College of Education, Damoh, M.P. ( Feb, 2016 to Jan, 2017)**

**SECONDARY TEACHER ( MATHEMATICS) :** 07/1991 to 07/2013

**H.R.D.D., Government of Sikkim**

* Planned appropriate and engaging lessons for both classroom and distance learning applications.
* Collaborated with other Faculty Members to review data and develop instructional strategies to address student learning objectives
* Administered assessments to determine each student’s specific educational and social needs
* Enhanced student learning by optimizing wide range of instructional approaches and innovative classroom activities
* Career Counselling to the students throughout my service as a Teacher.

**Education:**

1. Matriculation: B.S.E.Board, Patna.
2. Intermediate of Science: Physics, Chemistry, Mathematics, English & Hindi, University of Bihar, Muzaffarpur.
3. Graduate: Mathematics, Statistics, Economics & Hindi .

Faculty of Arts, Banaras Hindu University – Varanasi, U.P.

1. B.A. (Hons.) in Arabic, School of Languages, Jawaharlal Nehru University, New Delhi.
2. M.A. (Sociology), Indira Gandhi National Open University, New Delhi.
3. Post Graduate Diploma in Tourism Management, AnnamalaiUniversity, Tamil Nadu.
4. B.Ed., Indira Gandhi National Open University, New Delhi. 7.
5. M.Ed., M.D.U., Rohtak, Haryana.

**D.O.B. :** 3 rd October, 1960.

**References :**

1. **Dr S. Gowri Shankar**

**Deputy Secretary & O.S.D to**

**Hob’ble State Minister, Ministry of Environment, Forest & Climate Change,**

**Government of India, New Delhi.**

**Mobile No. 9818146220**

1. **Dr C.B. Sharma**

**Professor,**

**School of Education**

**Indira Gandhi National Open University,**

**New Delhi.**

**Mobile No. 9810512605**