

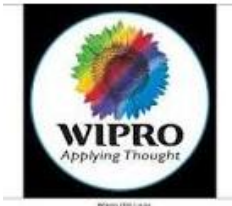
AS

AJAY SHARMA

CONTACT

CJRM-95, Near Nyay Nagar,
Sukhliya, Indore

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+91-9584857517



TO WHOM IT MAY CONCERN

Dear Official,

I would like you to review my CV in consideration for the Post Academic **Coordinator**. I have ten years of teaching experience as Academic Coordinator in Schools and also as a Assistant Professor in reputed Engineering Colleges and four years of industry experience.

I am pursuing B.Ed. and done M-Tech and B.E.

I have guided students of Class VIII (DWPS, Ashta) to make Line Follower Robot for the AI competition held in Noida. (Won second prize).

I have published three international papers.

Once you review my CV you will see that I am a perfect candidate for the post of **Academic Coordinator**.

Sincerely,

Ajay Sharma

Ajay Sharma

CONTACT

CJRM-95, Near Nyay Nagar,
Sukhliya Indore

E-mail: sharma24@gmail.com
Phone: +91-7987756957,
9584857517

OBJECTIVE

To work in challenging & dynamic environment, to keep adding value to myself and simultaneously contribute to growth and success of the organization, I present.

ACHIEVMENTS

Guided students of Class VIII (DWPS, Ashta) to make Line Follower Robot for the AI competition held in Noida. (Won second prize)

WORKSHOPS & SEMINARS

- Attended one day workshop on Differentiated Learning held at DWPS Ashta on 18-Jan-2020
- Attended two days workshop on Spicing up Teachers' Competencies held at DWPS Ashta on 12 and 13 of June 2019.
- Attended two week ISTE workshop on Control System organized by IIT kharagpur (2-12-14 to 12-02-14).
- Attended three days Engineering faculty workshop mission 10 X (13-10-14 to 15-10-14)
- Member of ISTE.
- Attended two week ISTE workshop on signals and systems organized by IIT kharagpur (2-01-14 to 12-01-14).
- Attended three days engineering faculty workshop mission 10 X (22-01-14 to 24-01-14).
- Attended national Seminar on "Writing Effective Conference Papers".

EXPERIENCE

DELHI WORLD PUBLIC SCHOOL, ASHTA
ACADEMIC COORDINATOR

Jun 2019 to Feb 2020

- Organizing academic based competitions and events.
- To assure all the classes are occupied by the teachers
- Daily attendance Record.
- Verification of syllabus completion.
- Verification of Copy completion.
- Regular interaction with parents.
- Organizing different competitive exams.
- Coordinating with all the teachers regarding different activities.
- Coordination with exam department.
- To verify whether proper substitution is done or not.

ACADEMIC COORDINATOR

- Maintaining Time Table.
- Exam In charge
- Organizing academic based competitions and events.
- To assure all the classes are occupied by the teachers
- Daily attendance Record.
- Verification of syllabus completion.
- Verification of Copy completion.
- Regular interaction with parents.
- Coordinating with all the teachers regarding different activities

CHAMELI DEVI GROUP OF INSTITUTIONS, INDORE**Nov 2013 to Jan 2018****ASSISTANT PROFESSOR**

- Time Table In charge prepare Lecture Plan/ Lecture Materials/ Course Material.
- Conduct at least three internal Tests during each semester in the subjects assigned.
- Plan, schedule, and organize, co-ordinate and monitor Lectures and Practical's for the students assigned.
- Complete the syllabi in the subjects assigned.
- Encourage students to participate in co-curricular and extra-curricular activities.
- Plan, deliver and evaluate theoretical / practical instructions.
- Guide the students in the performance of practical tasks and skill exercises and evaluate their performance, Advise and assist the students in their project works.
- Involve in at least one task for Institutional Development during a semester.
- Any other responsibilities that may be assigned by the HOD.
- To publish at least one paper in international conference and journals of repute every year.

SHRI VENKTESHWAR INSTITUTE OF TECHNOLOGY, INDORE**Feb 2011 to Oct 2013****ASSISTANT PROFESSOR**

- Time Table In charge.
- RGPV Exam In charge.
- Plan, schedule, and organize, co-ordinate and monitor Lectures and Practical's for the students assigned.
- Complete the syllabi in the subjects assigned.
- Prepare Lecture Plan/ Lecture Materials/ Course Material
- Conduct at least three internal Tests during each semester in the subjects assigned.
- Encourage students to participate in co-curricular and extra-curricular activities.
- Plan, deliver and evaluate theoretical / practical instructions.
- Guide the students in the performance of practical tasks and skill exercises and evaluate their performance, Advise and assist the students in their project works.
- Involve in at least one task for Institutional Development during a semester.
- Any other responsibilities that may be assigned by the HOD.
- To publish at least one paper in international conference and journals of repute every year.

- Head of the department.
- Plan, schedule, and organize, co-ordinate and monitor Lectures and Practical's for the students assigned.
- Complete the syllabi in the subjects assigned.
- Prepare Lecture Plan/ Lecture Materials/ Course Material
- Plan, deliver and evaluate theoretical / practical instructions.
- To publish at least one paper in international conference and journals of repute every year.

**INDUSTRY
EXPERIENCE**

- Worked as Jr. Technical Engineer at Tanishk Electronics (Indore) From Apr -2006 To Aug-2008.
- Worked as MIS- Executive at Matrix Solutions (Indore) From Oct -2004 To Feb –2006.
- Worked as Trainee Engineer at National Fertilizers Ltd... (Vijaypur Dist. Guna) From Oct -2003 To Sep-2004

**RESEARCH
PAPER**

- Research Paper Published on “**International Organization of Scientific Research (IOSR)**”, Volume 2, issue 8 (August-2012), PP 47-51.
Title: Microcontroller-based 4 Quadrant Trainer for Drives.
- Research Paper Published on “**International Journal of Scientific Engineering and Technology (IJSET)**”, Volume 1, Number 4, 2012.
Title: LLP in chain inverter by using CMOS.
- Research Paper Published on “**International Journal of Electronics & Computer Science Engineering (IJCSE)**”, 2012.
Title: Issues & comparison of images for excellent results by IP.

EDUCATION

B.Ed. (Pursuing)	Oriental University Indore	Final Sem result awaited
M-Tech (Instrumentation)	School Of Instrumentation, Devi Ahilya University, INDORE	73.9%
BE (ECE)	IPS Academy, Indore Affiliated to RGPV, Bhopal, and year 1999-2003.	53%
12 th	Marthoma H.S.S, Indore	59%

**TECHNICAL
SKILLS**

Knowledge of MS-Word, MS- Excel, MS-PowerPoint

**PERSONAL
SKILLS**

- Willingness to work hard and learn
- Comprehensive problem solving ability
- Always ready for new challenges
- Can lead the team.

**PERSONAL
PROFILE**

Father's Name	Mr. Ghanshyam Sharma
Mother's Name	Smt. Sandhya Sharma
Date of Birth	24/Oct/1981
Sex	Male
Nationality	Indian
Marital Status	Married
Languages Known	English & Hindi
Permanent Address	CJRM-95, Near Nyay Nagar Sukhliya, Indore (M.P.)

DECLARATION

I hereby declare that above information is correct to the best of my Knowledge and belief.

Date:

Place:

(AJAY SHARMA)