JAVED C PASHA

Ghatkopar (Mumbai) E-Mail: javedpasha02@gmail.comMobile: +91 9870255765

Experienced in Admin and Vendor Management. Capable of performing multiple tasks in a complex Operating environment, being self-motivated and well-organized. Good Knowledge in dealing with Employment Engagement activities. Accomplished teaching ability with outstanding Students management skills and genuine passion to helping students to achieve their desired results.

**FUNCTIONAL CORE COMPETENCIES**

Vendor Management Personal Tutors Assignment and Feedback

Team Management Personal Assistant to Director Admin and Event Management

**EMPLOYMENT SKETCH**

**Organisation DESIGNATION DURATION**

* Sanjay Academic Care Private Tutor (June 2001- Mar 2013)
* S K Somaiya College Part time Teacher (June 2010- Mar 2014)
* G S Shetty International School Senior Admin cum PA to Director (Jan 2014- Mar 2018)
* S R Classes Admin Cum Private Teacher (Mar 2018 - Mar 2020)

**PROFILE CONTOUR**

**ORGANISATION DESIGNATION DURATION**

S R Classes Admin cum Private Teacher (Mar 2018 - Mar 2020)

**Key Responsibilities**

* Lesson planning and delivery in line with national curriculum
* Classroom and behaviour management
* Making Reports and assignment
* Looking after all the admin related activities for the entire institute.
* Working with teaching staff to plan and coordinate the work
* Monitoring the Institute and the students’ progress and planning for the better development
* Managing a safe and happy learning environment.
* Planning the Teacher – Student Engagement activities

**ORGANISATION DESIGNATION DURATION**

G S Shetty International School Senior Admin Officer cum Personal Assistant to Director (Jan 2014- Mar 2018)

**Key Responsibilities**

* Maintaining a team of Maintenance Department, Housekeeping Department, and Security Department.
* Dealing with Vendor Management.
* Dealing with Employee Engagement Activities.
* Looking after the Maintenance & Repair works.
* Dealing with the requirements of all the concerned departments.
* Dealing with stock & inventory management.
* Deal with Auditing on different departments.
* Maintaining proper documentation of the process like BRD (Business Requirement Document), SOP (Standard Operating Process) to ensure smooth flow of the process.
* Maintaining all the audit requirements of the process.

**ORGANISATION DESIGNATION DURATION**

S K Somaiya College Part time Teacher (June 2010- Mar 2014)

**Key Responsibilities**

* Working with Teaching staff and coordination with related to College Teaching activities
* Engaging teaching student classroom assignments
* Assisting a senior teacher with regards to Exam planning and assigning the tasks.

**ORGANISATION DESIGNATION DURATION**

Sanjay Academic Care Private Tutor (June 2001- Mar 2013)

**Key Responsibilities**

* End to End Teaching of all the Subjects in the Institute
* Academic performance management for all the students
* Different projects held in the institute for the Teacher Student Coordination and Assignment activities.
* Have been awarded as the Best Staff in the year 2008

**SOFTWARE PROFICIENCY and SCHOLASTICS**

* B.A from Sikkim University in 2012
* MS Office Applications.

Personal Details

* **Linguistic Proficiency:** English, Hindi, Marathi and Urdu
* **Interests:** Soccer and learning new things