

SHESHADEV SAMAL

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Mob. No. 9821048024

Personal Statement

- Having more than 10 years of experience in different Managerial & Administrative position in a Public/Private university and handling several government projects for instance, IGNOU/PMKVY/DDUGKY /NULM/NCVT/NIESBUD&DGR etc. I am looking forward for a position that will allow me to exhibit my managerial and administrative skills acquired through my long working experience and active participation as a team member to achieve organizational goals.

Career Highlights

Work Experience:

S.No.	Designation	Name of the Organization	Period	Responsibility
1	Assistant Registrar	Om Sterling Global University	April 2019 Till Date	<ul style="list-style-type: none">• In conjunction with the Registrar & Dy Registrar, provide leadership and administrative support by coordinating, implementing the registration processes and maintaining student records with a high level of confidentiality.• Respond timely to email and phone calls correspondence with students, staff, & other Govt. authorities.• Serve as a resource and support for departments regarding student records and retention.• Direct participation in preparing the proposal for addition new programme in university under several Govt. authorities like Rehabilitation Council of India (RCI), Pharmaceutical Council of India (PCI) and Bar Council of India (BCI).• Direct participation in preparing the documentation for NAAC Accreditation.• Hands on knowledge about AICTE & UGC Acts and Amendments• Handling several scholarship portal like-AICTE,NSP,Har. Chhatravriti, Bihar, West Bengal and J&K.• Handling RTI and CM window.
2	Project Head	Alliance Educare & Research Pvt. Ltd	Jan 2016-April 2019	<u>Handling operations of IGNOU study centers.</u> <ul style="list-style-type: none">• Taking classes of Retail Marketing and communication & customer service management for IGNOU BBA Retail students.
3	Coordinator (Part time, i.e Saturdays and sundays)	IGNOU	July 2012-June 2019	<ul style="list-style-type: none">• Approved counselor of IGNOU for course codes-BDP-BSHF101,AMK-01, BCOA01,ECO-01 ECO-02,BCA&MCA-MCS-15,MCS-35 BRL-

				<p>01,02,03,04 and 06 DBPOFA-BPOI-001,002,003,004 &005</p> <ul style="list-style-type: none"> • Liasoning with Regional centers for Activation of new centers and new programme activation in existing center. • Meeting the admission target within the stipulated time period. • Managing the student's enrolment andcourse registration. • Organize and conduct induction meeting for fresh learners along with the Executive Director. • Ensure the smooth operations of all 6 study centers. • Checking the counseling schedule for both theory and practical prepared by the center coordinator for the learners allotted form RC. • Ensure the counseling classes conducted at different centers as per the counseling schedule. • Ensure that the learner support services provided at all the center must be the satisfaction level of the learners. • Guide the learners about how to write the assignments as and when required. • Ensure the learners must be informed about their last date of re-registration, assignment submission and fill the examination form online. • Identify course specific academic counselors and taking interview and process for their empanelment. • Worked closely with Executive Director in interviewing, selecting the counselors for different programmes. • Taking periodic meeting with the counselors and coordinators for the betterment of centre. • Attained all the meeting organized byRegional center along with the coordinator. • Ensure the Received assignments are evaluated as per the guidelines of IGNOU and the award list has to be submitted at Regional Center timely. • Give programme specific information
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				<p>to the prospective learners as and when required.</p> <ul style="list-style-type: none"> • Time to time checking the records are maintained at the center properly or not. • Ensure the bill is to be prepared and submitted at regional center timely. • Liasoning for payment retrieval form Regional centre. • Pay remuneration to the academic counselors timely. <p><u>PMKVY-(1.0&2.0)</u></p> <ul style="list-style-type: none"> • Active participation in student enrolment. • Liasoning & Registration of TP under NSDC for 3 Sector Skill Council i.e RASCI, THSC & LSC. • Liasoning with several assessment agencies and SSC for timely assessment. • Liasoning with NSDC and SSC for timely payment retrieval.
4.	Exam Superintendent	IGNOU Regular Study Center(29054)	June & Dec 2018 and 2019	<ul style="list-style-type: none"> • Handling 800 learners per day.
5.	Project Manager	Alliance Educare & Research Pvt. Ltd	April 2012- Dec 2015	<ul style="list-style-type: none"> • <u>DGR, NCVT & NIESBUD</u> • Taking Business Entrepreneurship classes for DGR & NIESBUD students. • Managing the students enrolment and course registration. • Checking the Day wise schedule prepared by the coordinator. • Ensuring the classes is being conducted according to the schedule. • Liasoning with several assessment agencies and for timely assessment. • Ensuring the classes are conducted to the satisfaction level of the learners. • Recorded all students final assessment and issuing the course completion certificate. • Liasoning with various cooperate sectors (companies) for placement, internship & field project. • Responded to telephones and emails correspondence in a timely and

				courteous manner to the concern Govt. Departments .
6	Coordinator	Alliance Educare & Research Pvt. Ltd.	Nov 2009-Mar 2012	<ul style="list-style-type: none"> • <u>DGR, NCVT & NIESBUD</u> • Checking emails and telephone calls regularly and inform to the executive director immediately if any. • Prepare and show the reply of the email to the Executive Director and send to the concern Govt. Department timely. • Preparing the documents for new TP registration. • Direct participation with the admission process of the students. • Maintaining the student's enrolment and course registration online. • Prepare the day wise schedule. • Direct responsibility to conduct the classes according to the schedule. • Taking personality development classes at the center and preparing the students interview ready. • Liaisoning with assessment agencies for timely assessment. • Recorded all students final assessment and issuing the course completion certificate. • Prepare and submit the bill timely to the concern govt. Department. • Follow up for the payment retrieval

Other achievement

- ❖ One of the authors for Retail book of 9th class Vocational Course for CBSE.
- ❖ Certified trainer for Sales Associate (RAS-Q0104) from RASCI.
- ❖ Certified trainer for Employability, Entrepreneurship and Life Skills from NIESBUD.
- ❖ Certified trainer for Retail Entrepreneurship from NIESBUD
- ❖ Certified trainer for Meet and Greet Officer from AHLEI under THSC.
- ❖ Certified Assessor for SES-101
- ❖ Certificate of International English Language Testing System (IELTS) from IDB (Australia).

Technical Skills/ IT Skills: Software

- ❖ Expertise in Packages/Tools: MS Office
- ❖ Operating System: Windows 9X, 2000, XP, Vista, Windows 7.

Academic Credentials

NAME OF EXAM	BOARD/ UNIVERSITY	YEAR OF PASSOUT
MBA	UTKAL	2009
BSc.	UTKAL	2005
IELTS(6 Band)	IDP AUSTRLIA	2005

Remuneration

Expected Remuneration:-As per norms of organization

Personal Profile

Name: Sheshadev Samal
Date of Birth: 02-04-1976
Marital Status: Married
Sex: Male
Nationality: Indian
Hobbies: Playing outdoor games
Language Known: Hindi(R+W+S), English(R+W+S), Oriya(R+W+S)
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Regards,

(SHESHADEV SAMAL)