

CURRICULUM–VITAE

Jagdish Chandra Singh

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Career Objective

I've a work Experience working in various sectors within UAE & India. Looking for a Challenging role to work as a Team member to develop & utilize my full potential for the growth of the Organization.

Educational Qualifications

- **Master of Arts (Political Science)** from Kumaun University Nainital India, Degree attested from UAE
- **Bachelor of Education** from Jammu University Kunjwani Jammu, India, Degree attested from UAE.
- **Bachelor of Arts** from Kumaun University Nainital, India.
- **Pursuing Bachelor of Library Science** from IGNOU New Delhi.

Educational Certificates

- **First Aid International Certified** for DCAS UAE.
- **Ethics and Compliance Certified** from GEMS Education.
- **Certificate of Achievement from Gems** Health, Safety and Environmental Awareness.
- **Certificate of Achievement from Gems** Lockdown Policy
- **Certificate of Achievement from Gems** Fire Safety and Emergency Procedure.
- **Child Protection Certified** for International Schools Educare COBIS.
- **Gems Training Certified** for Attending the Library workshop Brain Science, Technology.
- **Attendance Library Workshop Certified** for Follett Training from Tellal, UAE.
- **Achievement Gems Certified** for Anti-Bribery and Corruption Training Module.
- **An Introduction Rick Assessment Certified** for International School Educare COBIS.
- **Achievement Gems Education Certified** for Fire Safety and Emergency Procedures.
- **Health and safety Awareness Certified** for International School Educare COBIS.
- **First Aid Essentials Certified** for International School Educare COBIS.
- **Fire Safety Certified** for International School Educare COBIS.
- **Achievement Gems Education Certified** for Health Safety & Environmental Awareness.
- **Achievement Gems Edu Certified** for Safeguarding and Child Protection Briefing Basic Awareness.
- **Achievement Gems Education Certified** for Lockdown Policy and Standard Response Protocol.
- **Achievement Gems Education Certified** for Information Security Awareness.
- **Achievement Gems Education Certified** for Health Safety and Environmental Awareness.
- **Achievement Gems Education Certified** from Gems Covid-19 Awareness.
- **Achievement Gems Education Certified** for Fire Safety and Emergency Procedures.
- **Achievement Gems Education Certified** for Anti-Bribery and Corruption Training.
- **Achievement Gems Education Certified** for Developing a Growth Mind Set.
- **Achievement Gems Education Certified** for Aligning Goals and Priorities to Manage Time.
- **Achievement Gems Education Certified** for Safeguarding and Child Protection Briefing Basic Awareness.

Work Experience

Librarian / Asst Librarian - Gems Wellington Academy (British Curriculum) Silicon Oasis in Dubai UAE. Feb 2016 to till date.

Job Responsibilities –

- Greet and direct Teachers & Students.
- Enter information on Data Base System.
- Charge and renew Books.
- Maintain the Library Discipline at all times.
- Assist in the preparation of book displays.
- Enter and update patrons' records on computers.
- Operate library under the direction of Librarian supervisor.
- Maintain records of Books issued through Follet Applications.
- Classify and catalog items according to content and purpose.
- Weed collection of worn-out and obsolete materials as necessary.
- Register new Students and maintaining and updating customer profiles.
- Librarian check in, and check out and circulation of library materials.
- Lend and collect books, periodicals, videotapes, and other materials at circulation desks.
- Inspecting the condition of books before and after check-out to ascertain any damage on behalf of the Teachers/Students.
- Repair books using mending tape, paste, and brushes or prepare books to be sent to a bindery for repair.

1 Customer Care Executive – Emrill Integrated Facility Management, Dubai, UAE, (June 2014 to Nov'2015).

Job Responsibilities –

- Identify and assess customers' needs to achieve satisfaction.
- Follow communication procedures, guidelines and policies.
- Provide accurate, valid and complete information by using the right methods/tools.
- Keep records of customer interactions, process customer accounts and file documents.
- Work with customer service manager to ensure proper customer service is being delivered.
- Build sustainable relationships and trust with customer accounts through open and interactive communication.
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits follow up to ensure resolution.

2 Worked as a teacher Govt Primary School Bhikiyasen, Almora, India, (May 2013 to April 2014).

Job Responsibilities –

- Providing a stimulating learning environment in which children can develop to their full potential.
- Employing a broad range of instructional techniques to retain student interest and maximize individual learning within a group environment.
- Taking monthly assignments for completed portion.
- Adopting new procedures introduced by subject head & supervisors.
- Taking special care of children's who are weak in subject.

Technical Skills

- Operating Systems - Windows 10 & Windows 7 & IOS Operating System.
- Applications - Microsoft Office 2013/2016 Professional, Outlook, ERP Tools.
- Library Application - Follet Destiny School Library Management System.
- Training on Follett Destiny System UAE.

Strengths

- Punctual, Honest & Hardworking for my work.
- Handle the entire problem with confidence.
- Will be an asset and not a liability to the organization.
- Ability to manage daily work without losing focus on long-term objectives.
- Reasonable organizational skills, versatile in handling multiple tasks assigned.

Hobbies

- Teaching, Art and Craft learning new things, Reading Books, Playing Cricket, Music, Cooking and Visit New places.

Personal Details

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|-----------------|---|-------------------------------------|
| Name | - | Jagdish Chandra Singh |
| Date of birth | - | 15-08-1987 |
| Nationality | - | Indian |
| Gender | - | Male |
| Marital status | - | Married |
| Languages known | - | English & Hindi. |
| Category | - | Administration |
| Visa Status | - | Residence Visa - Company Sponsored. |

Declaration

I, Jagdish Chandra Singh hereby declare that the particulars furnished are true to the best of my knowledge and belief.

Jagdish Chandra Singh

References –

Mrs Alison Baldwin

Manager of School Operations

Email id - a.baldwin_wso@gemsedu.com

Gems Wellington Academy Silicon Oasis Dubai UAE

Mrs Premil Subramanian Senior Librarian Gems Willington Academy DSO UAE

Email id - p.subramanian_wso@gemsedu.com

Ms Shashi Sharma – Librarian Cambridge School Greater Noida, (India)