

**BEKI SUNIL**

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## **Job Objective**

**Senior-level assignments in operations or projects in Education, Training, and Assessment or service industry. I carry 25 years of experience in operations and project management.**

## **Profile Summary**

I began my career in IT education by organizing programs and workshops. As an event coordinator, I played a key role in planning and executing interactive training sessions, seminars, and boot camps on a variety of IT topics. This experience deepened my understanding of the importance of technology in education and allowed me to witness first-hand the transformative impact it had on participants' knowledge and skill development.

I later transitioned to the field of assessment in education and recruitment. As an assessment specialist, I was responsible for designing and implementing evaluation strategies, analysing candidate performance data, and providing valuable insights to educators and recruiters for continuous improvement. This experience equipped me with essential analytical and data-driven decision-making skills, which enabled me to contribute meaningfully to the enhancement of content outcomes.

My experience in organizing IT education and assessment gives me a unique perspective on effective pedagogical practices and evaluation methodologies. As an event coordinator, I understand how to create engaging learning experiences for diverse learners. My background in assessment equips me with the ability to measure and optimize the effectiveness of educational programs and contents. I believe that this dual expertise will be invaluable in crafting impactful IT education initiatives.

As a PhD research scholar focusing on the National Education Policy, I have immersed myself in the analysis and interpretation of its vision and goals. My research revolves around understanding how the NEP can be effectively implemented at various levels of education to foster inclusivity, promote critical thinking, and enhance the overall quality of education. I am conducting in-depth case studies, analyzing policy documents, and engaging in discussions with policymakers and stakeholders to explore the practical implications of NEP's recommendations.

## **Highlights of my Experiences include:**

**Project Management Expertise:** Throughout my career, I have spearheaded many projects from initiation to completion, ensuring adherence to timelines, budgets, and quality standards. I possess a comprehensive understanding of project management methodologies, and my exceptional problem-solving skills enable me to navigate challenges and mitigate risks effectively.

**Operations Optimization:** I have a proven ability to streamline operations and enhance productivity. By implementing process improvements, automation solutions, and performance metrics, I have consistently achieved significant cost savings and operational efficiency gains for my previous employers.

**Leadership and Team Development:** I have successfully led and motivated cross-functional teams of varying sizes, fostering a collaborative and results-driven work environment. My strong interpersonal skills and aptitude for mentoring have allowed me to develop high-performing teams that consistently surpass objectives.

**Stakeholder Management:** I am skilled in building and maintaining strong relationships with clients, vendors, and internal stakeholders. My effective communication and negotiation abilities have contributed to successful partnerships and the attainment of project goals.

**Continuous Improvement:** I am committed to staying at the forefront of industry trends and best practices. By proactively identifying opportunities for process enhancement and professional development, I ensure ongoing success and innovation in my field.

## Organisational Experience

### From Sep'22 to Feb'23: Diversified Business Solutions, Vice President, Operations

*Diversified Business Solution is a start-up venturing into the Large scale Examination. They are with a strong technological background.*

#### Role and Responsibilities:

- Identifying, and implementing new processes, technologies, and systems to improve and streamline organizational processes
- Establishes and administers the department's budget.
- Creating & implementing the strategic plans for each project.
- Responsible for the End-to-end execution

### From Dec'16 : NSEIT Pvt, Ltd., Senior Manager Operations

June'17 as Deputy General Manager - Operations

Oct'21 to sep'22 as General Manager – Operation & Delivery

*NSEIT Limited is a 100% subsidiary of the National Stock Exchange of India Limited (NSEIL). It offers technology consultancy and development services for the financial services industry, primarily for Indian markets. NSEIT's offerings comprise assessment services, application services, infrastructure management, Integrated Security Response Centre, or ISRC, Testing Centre of Excellence and data analytics*

#### Role and Responsibilities:

- Collaborating with leadership and the stakeholders to develop and meet company goals with guidance on operations projects and systems.
- Presents periodic performance reports and metrics of the department to the leadership.
- Planning and the execution of the end-to-end examination.
- Operational Cost Optimisation & Managing the P & L of the individual projects
- Reviews and approves cost-control reports, cost estimates, and project staffing requirements.
- Strategic decision and planning of the maximum occupancy of own centres
- Established and administered the department's budget
- Risk identification and mitigation.
- Training needs identification for the team and ensuring the proper training is provided.

#### Achievements

- Successfully executed the following Examination:  
RPF - 75 Lakh, TNEGA – 10 Lakh, MPEEB - 8 Lakh, IIBF - 7 lakh Examinations etc.
- Automation for the Organization
  - Lead the team to develop the generic registration portal
  - Lead the team in developing the Scheduling Portal
  - Lead the team developing Typing test

### Mar'11 to Dec'16: Manipal Global Education Services -MeritTrac Services Pvt. Ltd., Regional Manager – Delivery Projects, West& South.

*MeritTrac provides examination processes and assessment solutions to Educational Institutions, Government / Public Sector and Corporate. MeritTrac has been a pioneer in assessments and has delivered numerous innovative solutions. MeritTrac is an ISO 9001:2008 certified company.*

### Jun'06 – Mar'11: Aptech Ltd., Training Solutions, Mumbai as IT Training Delivery Manager

*Aptech, the pioneer in IT and multimedia training for individuals, is today a global learning company for individuals and corporate, operating across ten businesses and five continents*

#### Role:

- Instrumental in arranging the study materials and other logistics for the client at the required premises
- Responsible for scheduling the Trainers and budgeting the projects
- Efficiently handled the vendors and business partners for the execution of projects
- Ascertained the profitability of each project

#### Achievements

- Handled Corporate Training projects for various Clients:
- Life Insurance Corporation of India(LIC) – e-governance Online Training for 3 lakh agents PAN India
- Sainik Kalyan, Uttarakhand, Wipro Ltd. (Delhi)
- Deutsche Bank(Mumbai), ABN Amro Bank (Chennai)
- Cognizant Technology Solutions (Pune, Chennai)
- The Institute of Company Secretaries of India(ICSI, Delhi)

## **Aug'04 – May'06: IIHT Ltd., Chennai / Mumbai as Centre Head**

*IIHT is one of the best IT training Institutes in India that provides CCNA, hardware and networking courses to enrich the skills and talents of young minds*

### **Highlights**

- Holds the credit for empanelling the Trainers for high-end courses
- Accountable for scheduling the batches of the trainers
- Instrumental in handling the business development issues
- Actively involved in recruiting the Branch Staff and the Faculties
- Instrumental in monitoring the student welfare of the training coordination

### **Previous Experience**

**Jun'2001 – Aug'04: The Magnus Institute, Chennai as Manager - Operations**

**Nov'99 – July'2000: Aptech Ltd. Chennai ( Triplicane Center)**

**May'97 – Jun'98: Cipla Ltd., Bangalore, as Territory Manager**

### **Academic Details**

- Perusing Doctorate in Assessment for the B-Schools in light of NEP 2020
- Six Sigma Green Belt certificated & Black Belt Participated
- MBA (Marketing) from the University of Madras in 1997 with 63%
- B.Sc. Zoology from Mahatma Gandhi University, Kottayam, Kerala in 1994 with 61%

### **IT Skills**

Well-versed with Windows, MS Office and Internet Applications

### **Personal Details**

Date of Birth:	6th March 1974
Address:	Military Road, Marol, Andheri (East), Mumbai – 400059
Languages Known:	English, Hindi, Tamil, Malayalam and Oriya