

**Rachakonda Balaraju (Raj)**

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**Mobile Phone: +265996639468/+265213847517**

**Career Objective:** *I am seeking a challenging Headmaster/Principal position in a pleasant working environment, which will permit me to continue practicing and expanding my skill set and knowledge base. My objective is to fulfill the requirements of the job, with wholehearted commitment, responsibility and sincerity towards the goal specified by the job. I believe that self-confidence, hard work and honesty are basic requirements to satisfy any assigned job and I know that I am having those qualities.*

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| ***Key Strengths:-*** |

**Strategic Planning Curriculum Development**

**Leadership and Staff Training Effective Communication**

**Cost Control Budget Forecasting**

**Project Management Decision Making**

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| ***Summary:-*** |

**Adaptability & Flexibility Self-Motivation**

* An experienced head teacher with over **15 years** of experience in providing the vision and leadership required to ensure a high quality of education for pupils. Having a proven track record of successfully managing resources and staff to improve educational services, thereby providing pupils and teachers with the best environment to achieve their full potential.
* Very good knowledge of event organizations like Guest Lecture, **ICT Exhibition**, Industrial tours.
* Excellent Oral & written communication and interpersonal skills.
* Very good analytical thinking & problem solving skills
* Capacity to work independently and within a team.
* Extensive experience as a **Headmaster, Department Head position**, and **lecturer In-charge**.
* Work experience in abroad –**Ethiopia, Eritrea, Australia, Papua New Guinea& Malawi**.

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| **Educational Qualifications:-** |

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| **Sno** | **Certification** | **Specialization** | **Institution/University** | **Year** | **Division** |
| **1** | **M.Tech** (2 years) | **Computer Science Engineering (C.S.E)** | K.I.E.T,  JNTU-Kakinada | June 2018 | First Class |
| **2** | **M.Sc** (2 years) | **Electronics** | Andhra University,  Vijayanagaram | Sep 2003 | First Class |
| **3** | **B.Sc** (3 years) | Maths, Electronics &Computers | Andhra University,  Vishakhapatnam | July 2001 | First Class |
| **4** | Intermediate / 12th | M.P.C | Vishaka Jr College  Vishakhapatnam | June 1997 | First Class |
| **5** | S.S.C/ 10th Class | --- | B.H.P.V School | June 1995 | First Class |

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| **Professional Certifications:-** |

* **Smart Notepad** certification for the Smart Digital Board and Learn Things S/W for schools, Year 2015.
* **CCNA** 640-803, year: 2014, Registration ID: 264601022, Score: 945/1000, India, Year 2014.
* **MCITP** from Institute of Business Studies, Port Moresby PNG, Year 2012.
* **Red Hat Linux, MCITP, Ex-Server, CCNA** from ZOOM technologies, India, year 2010.
* **C.C.N.A** explorations Cisco Online Certification from **Hawassa University**, Ethiopia, Year 2008.
* Computer **Hardware & Networking** from Dr. V.S. Krishna College, India, Year 2005.
* **P.G.D.C.A** from Net World Institute, 2years part-time course, India, Year 2000.
* **C.N.C** Lathe Programming from B.H.P.V Govt., India Year 1996.
* Vocational Education in **Electrical Theory & House wiring** (part-time) at BHPV School, Year 1993-95.
* Mobile, Laptop, Audio & Video equipment servicing certifications from B.E.C, Vizag, Year 1995.

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| **Other Certifications & Memberships:-** |

* **“OUTBOUND GREAT MANAGERS & TALENTED EMPLOYEES”** Programme at IBS,

Mt. Eriama, NCD, P.N.G in June 2013.

* **“CUSTOMER SERVICE”** Programme at IBS, Mt.Eriama.NCD, PNG in Oct 2012.
* **“OUTBOUND TEAM BUILDING”** Programme at IBS, Mt. Eriama, NCD, P.N.G in Nov. 2011.
* **“Basic Research Methods”** 8 weeks course at IBS, Mt. Eriama, NCD, P.N.G in Nov. 2011
* Member of **Papua New Guinea Computer Society(PNGCS)** and **Australia Computer Society(ACS)**

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| **Software Skills:-** |

* **Operating Systems:** Cisco IOS software 12.1/12.0/11.3/11.2/11.1**,** MS-Dos, Linux, & Windows.
* **Network Security/Monitoring tools** : Sniffer, HP open view, Cisco intrusion detector
* **Enterprise tools:** VERITAS backup, Norton antivirus enterprise, HP Jet Admin 3.0,
* **Packages & Languages:** C, C++ , Java, V.B, Oracle 8i,Wings, H.T.M.L, Photoshop 7.0, Pagemaker.6.5

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| **Hardware Skills:-** |

* **Firewalls:** Cisco Pix Firewall 520/515, Check Point 4.1
* **Servers**: Dell PowerEdge (6350,2450,4350), IBM, Acer, Sun (E6500, Ultra 10 & 5)& HP 350 g2
* **Workstation Tools**: Exceed, MS suite, Citrix clients

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| **Electronic Skills:-** |

\* P.C.B Designing, Component Testing, Circuits Troubleshooting, C.D technology, Audio & Video,

\* T.V Technology, Broadcasting Techniques, DSNG van operations, DVBS, Camcorders…etc

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| **Projects And Publications:-** |

***Projects at Education level:***

* Real Time Clock using Microcontroller AT89C51, IC DS 1307 and 12C bi-directional bus at my P.G.
  + Hotel Management application software with Visual Basic 5.5 & MS-Access at my degree level.

***Projects at Professional level:***

* + I designed one Electronic Switch for Auto Vehicles to selecting fuel (Gas or petrol) and gas indication by LED display and which is functionally good working and still using.
  + Successfully completed Cisco Lab and Moodle’s software for the Hawassa University, Ethiopia.
  + Within 3months of time I organized and well design the three campus Network infrastructure with Wi-Fi and Professional course lab with virtual servers, switches and routers at Institute of Business Studies, Port Moresby- PNG.

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| **Journals & Text books:-** |

* “**The Simputrans ( *simple transmission of the computers*)** “ Published in International Journal Of Business and Research, (IBS, PNG) ISSN: 2079-8296 | January ’2012 | Volume 4 : Issue 1 |
* **“PC support A+**” text book in IBS, Papua New Guinea, ISBN 9980 – 9975-5-9.

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| **Conference & Seminars:-** |

* I was a member and actively participated in International Conference of the “**International Seminar on Academic Quality and Educational Responsibility (InSAQER)” on 18-dec-2012 in IBS, PNG.**
  + I presented my research topic “**The Simputrans**“ in PNGCS (Papua New Guinea Computer Society) annual seminar in the Year Nov 2011.
  + I presented topic “**Optical Fiber Virtual Networks**” in the year 2008 at the Hawassa University, Department of Informatics- Ethiopia.
  + I presented topic “**Resent trends in I.T**” in colloquium of IBS, PNG in the year 2013.

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| **Achievements:-** |

* + I got awarded with **Best Lecturer** award from Andhra University in the year 2005.
  + I successfully Conducted & Organized **Electronics Exhibition** with the help of I.T final year students in Hawassa University, Ethiopia, Year 2008.
  + I organized and Prepared **ITE exhibition** with around 87 models from electronics, Robotics and IT fields in IBS, Port Moresby, PNG, Year Oct 2013.
  + Successfully organized Robotics exhibition with the help of A-Level students from Central High School at Limbe, Malawi, Year July 2016.

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| **Professional Experience ( Academics – Total 12 years):-** |

**ORGANIZATION :** Jamia Islamia Secondary School, Limbe, Malawi, Central Africa

**STUDENTS :** IGCSE

**CURRICULUM :** Cambridge IGCSE curriculum

**DESIGNATION :** Headmaster & Academic In-charge of 4 schools ( Both Primary & Secondary

Boys & Girls)

**DURATION :** July 2016 to till date

**RESPONSIBILITIES:**

* Staff development & Induction programs to the staff & Students.
* Student discipline and encouraged good behavior from pupils.
* Budget administration and Administrative oversight.
* Classroom observation, Scheme of Works and Implement the technology savvy.
* Advised and assisting when required the governing body of the school in the exercise of their functions.
* Very good designs for SOW, School adverts, Broachers, Reports, Certificates...etc.
* School Time-tables, Internal & External Examinations (British Council), and Circulars.
* School Functions – Prize giving, Investiture, Sports Day, Graduation…etc.
* To effectively manage and deploy teaching staff to support effective teaching and high standards.
* Mentored teachers in the creation and implementation of powerful learning environments, lesson

plans, and student assessments.

* Set goals for curriculum, professional development, and secondary staffing.
* Introduced Life Skills, Personal Development, Robotic Club, Athletic sports…etc

**ORGANIZATION :** Central High School, Limbe, Malawi, Central Africa

**STUDENTS :** IGCSE and ‘A’-Levels

**CURRICULUM :** Cambridge IGCSE curriculum

**DESIGNATION :** Head of I.C.T & Deputy. Headmaster

**DURATION :** July 2014 to June 2016

**RESPONSIBILITIES:**

* Teaching **IGCSE & A-Levels** of ICT and Advanced ICT subjects to Year 10 to 13 students.
* To be accountable for delivering outstanding results in ICT.
  + - Developed and implemented IT seminars and workshops in Department.
    - Installation and maintenance of the HP 350p Server, Intranet, Network LAN and WIFI.
    - Network administration and Redesign/Update of the school web site.
* To develop and enhance the teaching practice of others (i.e. Smart Notepad, learn things…etc.)
* School Time-tables, Internal Examinations, and Smart Board Coordination & Staff Training.
* Organizing various academic activities like Seminars, conferences, guest lecturers & Industrial visits.

**ORGANIZATION :** INSTITUTE of BUSINESS STUDIES, Port Moresby, PNG, North Australia

**STUDENTS :** Telecom &Corporate employees and Degree students

**PROFILE :** S.C.U, Australia & UPNG curriculum

**DESIGNATION :** I.T Lecturer& Professional Course Coordinator (Cisco & MCITP)

**DURATION :** June 2011 to Nov 2013

**RESPONSIBILITIES:**

* Teaching Southern Cross University, Australia Degree program.
* Designed & implemented an interactive I.T exhibition by the students for the best knowledge in I.T.
* Lecturing units’ Digital media, CCNA, HW&NT, Microprocessor, Computer Organization, C...etc.
* Developing & updating of BIT program Study guides & text books.
* Research and reviewed new teaching material and technology with focus on quantitative elements.
* Coordination and giving training for the professional courses PCA+, CCNA and LINUX to employees.
  + - Organizing various academic activities like Seminars, conferences, guest lecturers & Industrial visits.

**ORGANIZATION :** St. Mary’s college of Engineering & Technology, Hyderabad, India

**STUDENTS :** Engineering Students

**PROFILE :** Electronics & Communication Engineering Curriculum

**DESIGNATION :** Asst. Professor – ECE Department

**DURATION :** Aug 2010 to April 2011

**RESPONSIBILITIES:**

\* Lecturing the subject’s Micro controller programming, C, C++, Operating system and XML.

\* Advisor and examiner for the final year engineering students.

\* Evaluated the seminars and I.T & Electronic Projects.

\* Technical advisor for the Campus Network and server room.

**ORGANIZATION :** HAWASSA UNIVERSITY, Awassa, Ethiopia

**STUDENTS :** Engineering & Degree Students

**PROFILE :** U.K engineering & degree curriculum

**DESIGNATION :** Lecturer – Hardware & Networking

**DURATION :** Nov 2008 to July 2010

**RESPONSIBILITIES:**

\* Lecturing the subject’s ALP, CO&A, C, C++, Operating system, and VLSI.

\* Committee member for the Research & Publications and Exams.

\* Member for the P.G courses curriculum committee.

\* Guide & Advisor for the Electronic engineering final year projects

\* Developed Cisco labs and equipment.

\* Also worked as a System administrator when services needed.

**ORGANIZATION :** Don Bosco Technical School, MOE, Eritrea

**STUDENTS :** T.V.E.T Students

**PROFILE :** Italy TVET curriculum

**DESIGNATION :** Head of Electronics Department

**DURATION :** Mar 2006 to July2008

**RESPONSIBILITIES:**

\* Lecturing the Core Electronics as per TVET curriculum.

\* Committee member for the Discipline & Exams & Conducting Electronics projects and labs.

\* Guide & Advisor for the Electronic engineering final year projects

\* Developed Electronic & Computer labs and equipments.

\* Also worked as a System administrator when services needed.

\* Organizer of Graduation day, Guest lectures, Industrial tours, Open day functions...etc

**ORGANIZATION :** VIDYAARDHI P.G COLLEGE, Vishakhapatnam, India

**STUDENTS :** Post Graduate Students

**PROFILE :** Andhra University PG syllabus

**DESIGNATION :** Head of Electronics Department

**DURATION :** Jun 2003 to Dec 2004

**RESPONSIBILITIES:**

\* Lecturing the subject’s Satellite Organizations, Microwave Theory, Digital Electronics, Networks,

Electronic Communication

\* Coordinator for the Industrial Trips and Field Trips organized for the students

\* Organizing academic activities timely and developed electronics and IT labs in college

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| **Professional Experience (Industrial – Total 1.5 yrs.):-** |

**ORGANIZATION :** RAMOJI FILM CITY, Hyderabad, India

**CLIENTS :** Tatasky, DSTV, Reliance, Big TV & Cable networks

**PROFILE :** DSNG, VSAT, 15 E-TV channels upload & download, Encrypt Servers

**DESIGNATION :** Earth Station Engineer

**DURATION :** Jan 2005 to Mar 2006

**RESPONSIBILITIES:**

\* QNEX based server administration and monitoring for channels encryption.

\* Installation, maintenance, operation and trouble shooting of transmission system equipped with

***Dish antennas*** (11.3 meters, 6.3 meter) operated by Auto tracking and position control system.

\* Installation, maintenance and operation of High power amplifiers KHPA (Klystron High Power

Amplifiers), TWT (Traveling Wave Tube amplifier) Multiplexers, Modulators, Encoders, Up

Converters and Digital electronic equipment...etc.

\* DSNG (Digital Satellite News Gathering) vans installation, Operations and general maintenance.

\* Trained in Conditional access system (Iredito& Scientific Atlanta) for the Television

Transmission. Testing various equipment like STB, DVB, Encoders, CCTV ...etc.

**Part time experiences:**

**Online Senior lecturer**

**East York College, U.K Nov. 2010 to May. 2015**

**\*** Contribution in co-developing Graduate Diploma in Information Technology by coursework Program.

**ICT Teacher & Technician**

**Balu’s Electronic Center, Vishakhapatnam, India Mar. 2000 to Oct. 2004**

**\*** Home Tuitions for ICT, C and C++ subjects for **IGCSE / AQA/ CBSE** students

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| **Personal Particulars:-** |

**Date of Birth** : 17-Oct-1979 **Nationality :** Indian

**Pass Port No** : J1538399 (Expires on 14/Jun/2020)

**Driving License :** Lic No.2067235 – Class 1

### Marital Status : Divorced - 2017

**Contact Numbers :**  +265996639468/+265213847517

**House Add :** Plot No-132, Mudi Residence, Limbe, Blantyre Dist, Malawi

**Languages Known** : English, Telugu, Hindi, and Sanskrit.

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| Other Activities & Hobbies**:-** |

* Designing and testing Electronic/Computer projects at my home.
* Reading books, newspapers and writing text books.
* To stay mentally and physically fit, I have engaged in Yoga, Gym and cricket game at weekends.
* Cooking, Music, Valley Ball, Chess, Badminton, Trekking and Swimming.

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| References**:-** |

* 1. **Prof. N. Muni krishna**, *PDF, PhD, M.S –Aerospace technologies*, I.I.Sc, Bangalore, India.

Ph : +919632524482 Email : [aeromuni@gmail.com](mailto:aeromuni@gmail.com)

* 1. **Dr. V. Srinivas**, Phd, MTech, M.Sc- Asst. Prof of KIET engineering college, Kakinada, India.

Ph: +919296956735 Email: [cnu.vadali@gmail.com](mailto:cnu.vadali@gmail.com)

* 1. **Dr. N. Mishra**, Headmaster, Central high School, Limbe, Malawi.

Ph: +265998740743 Email: [nishantmishra@gmail.com](mailto:nishantmishra@gmail.com)

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| Declaration**:-** |

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date: 18-May-2018

Place: Malawi (R. Balaraju)