

## Curriculum Vitae

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### **Nagendra Babu K. S.**

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### **OBJECTIVE:**

To seek a challenging career in the Industry that will utilize my efficiency, professional and educational qualifications, which contribute effectively to the success of the Industry and thyself.

### **Work Highlights at Jain University:**

#### **Academic related activities**

- Preparing Weekly Time Table, daily schedule, guest faculty, coordination of regular classes, Seminars, Guest Faculty, tracking faculty wise Session details, class tests, mid-semester exams & end-semester exams, payment reports of visiting faculty, guest lectures.
- Accompanied the student group for industry visit @ Wayanad.
- Was part of the International Trip to Dubai.
- Coordinated with faculty and exchange students from Pforzheim University, Germany, ESC Rennes and Breast Business School, France with their academic schedule and day-to-day process, examinations and marks card generation.
- Syllabus review coordination with the concerned faculty
- Coordinated the Student Manual, Student Kit, Pre-term Schedule, Workbooks, Students attendance list etc.
- Coordinated in preparation of Pre-term Project, Book Report guidelines and evaluation.
- Framing the Academic calendar for all the semesters.
- Maintaining student attendance register both physical and digital, Faculty & Staff attendance register.
- Conducted the 'Current Events' sessions in the absence of faculty.
- Scheduling Concept Review, Providing Score Sheets, and allotting mentors for Concept Review.

- Coordination in preparing 'Organization study' Guidelines. Preparing mentor list, Maintaining OS Database, Conducting Organization Study Report evaluation and OS presentation evaluation (preparing Evaluation score sheets)
- Coordination in preparing Summer Internship Project (SIP) Guidelines. Preparing mentor list, giving SIP certificates to students, Maintaining SIP Database, Conducting SIP Report evaluation and presentation evaluation (preparing Evaluation score sheets).
- Collecting functional lab details from the students

#### **Admission related activities**

- Worked along with the Admissions Coordinator in various admission rounds
- Was part of Admission Team to Hyderabad, Delhi and Shimoga.

#### **Exam related activities**

- Sending requests for Question papers, Internal Marks to both Internal and External (Visiting) faculty.
- Formatting and finalizing Question Papers for all the exams (Mid sem and Semester exams)
- Arranging Exam Halls, Preparing Exam Invigilation Schedules, Invigilation dairy, Admit Cards and generating register numbers and all the necessary works related to smooth conduct of examinations.
- Invigilation of Semester exams
- Malpractice booking, coordination for university malpractice committee meeting
- Tracking of Supplementary students and conducting supplementary exams.
- Providing all the necessary forms, formats related to examination and for entering the marks.
- Monitored the Packing of answer scripts and question papers
- Preparing Marks Cards and distribution of Marks Cards to the students.
- Coordinated with Jain University Exam Department for generation of MBA mark sheets.
- Coordinated for the Annual Convocation (Convocation procedures, certificates, merit list and achiever's list)

#### **SKILL HIGHLIGHTS:**

- Well versed in M. S. Word, M. S Excel, Internet, E-Mail
- Good Typing speed both in English and Kannada.

- Pleasant nature with a good relationship and co-ordination with the seniors, colleagues and subordinates in the office.

#### **ACADEMICS:**

**Bachelor of Arts** : From B. T. Chennaiah Gowramma College, Somwarpet, Kodagu District. – **Under Mangalore University.**

**MBA in Marketing & HRM:** From Annamalai University - **in Distance Education**

#### **WORK EXPERIENCE:**

- **Accounts Assistant** for Six months in **M/s Joonk Tolle Estates Pvt. Ltd,** (Cowcody Estates), Somwarpet, Kodagu
- **Office Administrator** in Advocate's Office for 4 years.
- **Data Entry Operator** at – **Project Pragati, Sanjay Nagar, Bangalore**
- **Academic Coordinator & Deputy Superintendent Of Exams** in **Jain University, Bangalore.** – from 9 years 6 months

#### **COMPUTER SKILLS:**

Diploma in Computer Applications (D. C. A.) - with A Grade

**TYPING SKILLS:** English Junior (54 words / minute)

#### **PERSONAL PROFILE:**

Father Name : Late. K. V. Subramanya

Date of Birth : 21-07-1977

Hobbies : Yoga, Reading good novels, Listening Music, Painting

Languages Known : English, Kannada, Hindi

#### **Declaration:**

I, hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date:

Place: Bangalore

**Nagendra Babu K. S.**