

Charles Romesh

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Objective

To obtain a job related to Training domain that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and the organization.

Work experience

Mind Shaper Technologies Pvt. Ltd.

September 2013 to

Present

Assistant Manager-Trainings.
(Handling Trainings PAN India)

- Managing & Visiting all local schools on weekly basis and Outstation Schools once in a month to maintain 'Client Relationship' and to ensure the smooth functioning of the Smart Class Project.
- Teachers Training on Hardware and Software part and on Content provided to the school.
- Preparing training modules to deliver effective trainings to teachers.
- Having a timely updated training calendar in place as per the defined engagements with the school.
- Scheduling meetings and trainings of all Facilitators and Trainers to groom them and to get them introduced to the new products of the company.
- Scheduling meetings with teachers & taking their feedback for the improvement & up skill them.
- Handling a team of 35 members (Facilitators and Trainers).
- Travelling PAN India for training purposes and Project Handling, as having Projects in Kolkata, Mumbai, Bangalore, Chennai, H.P, Punjab, Haryana, Gujarat, M.P and Chhattisgarh.
- Hiring the new Trainers and Facilitators and providing them trainings on timely basis.

Educomp Solutions Ltd.

January 2011 - April 2013

Smartclass Coordinator (Executive)

January 2011 – September 2011

- To ensure successful absorption of benefits of the Smart Class program for the students, teachers and school management.
- Ensuring all teachers are trained to work with the smart class program.
- Ensure all relevant smart class content is showcased to teachers every month. Ensuring all the reports are maintained accurately and shared with the Reporting Manager regularly.
- Quarterly fees from the school are collected in time.
- To send a detailed Content Usage and Hardware Maintenance/Issue report on fortnightly and monthly basis, to Reporting Manager.

Got Promoted as Backup Coordinator (Sr. Executive)

September 2011 – April 2013

KRAs as Sr. Executive:

- Handling the queries of the parents through Parent Orientation Program in PTMs or in Annual Functions of the schools.
- Purchasing & implementing hardware in the newly signed schools.
- Maintenance of assets by contacting local vendors.
- Server Engineer- to ensure the smooth functioning of Server for Smart Class Program provided by company.
- Scheduling meetings with teachers & taking their feedback for the improvement & up skill them.
- Client relationship - To ensure that Chairman, Principal & Directors are delighted with support & services.
- Helping the Smartclass Coordinator to groom them up.
- Providing training to the newly hired team members.

Qualifications

- B. Sc. (IT) from Punjab Technical University with 70% marks.
- Three year Polytechnic diploma with 60% marks.
- Two Year ITI diploma with 73% marks.
- Matriculation from CBSE with 60% marks.

Computer Proficiency & Languages

- C, C++, HTML, JAVA
- Proficient in working with Windows 7/XP/Vista.
- MS Office (Word, Excel & PowerPoint)
- Internet

Strengths

- Can work in dynamic Situations.
- Can lead, motivate group of the people to achieve organizational objectives.
- Resourceful and trustworthy team member.
- Meeting work requirements and deadlines.
- A problem solver, good listener and motivator.
- A quick learner who is able to follow instructions and complete work as directed.

Personal Details

Father's name:	Late Dr. Romesh
Date of birth:	14 Dec 1990
Gender:	Male
Marital Status:	Married
Languages	Hindi, Punjabi & English.

I declare that the knowledge furnished above is authentic and true to my knowledge.

Charles Romesh