

**SANATH V MENON**

Sai Sadan, Amrita Nagar Colony, Puthur, Palakkad, Kerala, India, Pin: 678001

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CAREER OBJECTIVE

Organized and efficient administrator who is able to skillfully handle various tasks demands with calm composure and efficiency. Experienced at dealing with confidential issues as well as managing the schedules of high level administrators and collaborating with all departments in the corporate/company in order to produce the optimum results. Specializes in analysing data, researching and preparing detailed yet concise reports.

EMPLOYMENT HISTORY

- **Designation:** Admin Associate (Placements) Oct 2017 – Oct 2018
Organization Name: Indian Institute of Management Kozhikode (India)

1. Liaising with student placement committee to assist in the identification of opportunities for the students' internships and placements and building a database to consolidate existing and potential contacts for internships and placements;
2. Maintenance of information regarding relevant placement websites and databases and undertaking research into domain-relevant online and offline resources to curate potential opportunities for students' internships and placements, and supplementing a placements database in line with the disciplinary mix and interests of the students;
3. Supporting relationship building activities, providing support to graduates by preparing a resource bank for preparing CVs, resources to aid the interviewing process, as well as helping in conducting interactive events, identifying potential career paths, etc.
4. Helping with the timely dissemination of placement information and documentation to academic staff and students;
Assistant/Associate – Placements
5. Assisting with the coordination and follow-up on students' applications in response to different internship and placement opportunities, in accordance with contractual obligations;
6. Helping ensure fair, ethical and professional work practices in accordance with the Code of Conduct.

- **Designation:** Computer Science Teacher Sep 2016 – Jun 2017
Organization Name: Saraf Public School, Khatima, Uttarkhand, India

1. Taught I.T Subject & Applications with lab works for classes IV – IX.
2. CCE Grade & Marks Coordination with Examination department.
3. Training for students in other subjects G.K, Moral Science
4. Discipline duty & Attendance Maintenance system.
5. Taken Extra time & prep duty to boost week students for examination & improve their knowledge level.
6. Other additional duty as assigned by higher authorities.

- **Designation:** IT Assistant Sep 2015 – Aug 2016
Organization Name: Palghat Sarvodaya Sangh, (A unit of KVIC Division) Palakkad, Kerala, India

1. To Assist the Reform Implementing Officer (RII) of MIS, e - governance and any other IT intervention to facilitate on site coordination for successful implementation of the application programs.
2. Provide all necessary guidance / training to users in understanding and operating the MIS system and other system installed at RII (institution)
3. Assist in preparation of MIS reports (Custom and standard) from time to time.
4. Assist in facilitating system generated annual accounts.
5. Assist the institution and artisans to train and maintain the Artisan self service kiosk.
6. Understand and escalate user requirements to the State/ Divisional office for any modification / enhancement of existing / new application.
7. Ensure adherence of KVIC IT policy from time to time.
8. Maintain data coordination between branches / Head office and Kiosk.
9. Install any other software subject to acceptance of MIS if required.
10. Update / modification requests in central server / local server.

- **Designation:** Computer Science Teacher & IT Technician cum Data Entry Operator Feb 2013 – Apr 2015
Organization Name: MES Indian School, Doha, Qatar
1. Taught Computer Science subject for classes IV - X and Lab instructor for class XI & XII
 2. Exam cell coordinator for Formative and Summative Assessment for all classes from IV –XII according to CBSE C.C.E Plan.
 3. Robotics Training from College of North Atlantic Qatar and coach for National Robotics Olympiad.
 4. Updating Staff & Students details in People Soft ERP School Management system in Supreme Council S/W.
 5. SQL Developer to create username & password for Teachers to enter grades and marks of each student according to C.C.E Plan.
 6. Giving E-Learning Training for teachers and helping them in Projectors.
 7. School admissions for children in Administrative section
- **Designation:** Computer Science Teacher May 2012 – Jan 2013
Organization Name: Sanajay Ghodawat Institutes, Kolhapur, Maharashtra, India
1. Taught I.T Subject & Applications with lab works for classes I – IX. (C.B.S.E & I.G.C.S.E)
 2. CCE Grade & Marks Coordination with Examination department.
 3. I.T Olympiad Training for students
 4. Robotics Workshop training for Students & Teachers
 5. Taken Extra time & prep duty to boost week students for examination & improve their knowledge level.
- **Designation:** IT Administrator Jun 2011 – May 2012
Organization Name: NSS College of Engineering, Palakkad, Kerala, India
1. Administering all computers with Dual O.S, Networking & Server Configuration.
 2. Placement Coordination with company delegates to give placement for students.
 3. Student Scholarship registration in Student Management System & University Software System.
 4. Coordination with Students Project Work & their results.
 5. Library management entries of all books which was taken by students & staffs
- **Designation:** ERP Software Trainee Oct 2010 – Apr 2011
Organization Name: G B Engineering Private Limited, Trichy, Tamilnadu, India
- Developing ERP Modules for each department in open source software. Java & MySQL was the tools used for implementing ERP Tool.

EDUCATIONAL QUALIFICATIONS

- Postgraduate **M.C.A** from **Amrita School Of Engineering, Amritapuri** (2007-10)
- Undergraduate **B.Sc (CS)** from **Dr. G.R.D.C.A.S, Bharathiar University, Coimbatore** (2003-06)
- H.S.E from Government V.H.S.E, Kanjikode (2001-03)
- S.S.L.C from B.E.M.H.S Palakkad (2001)

TECHNICAL & NON-TECHNICAL SKILLS

Work Skills	Administration ,HR , IT & Trainer
Databases	Oracle, MS Access, My SQL
Design Tools	UML (using MS Visio/ Rational Rose)
ERP & MIS Applications	Adempiere, PeopleSoft & KIMIS

SCHOLASTIC ACHIEVEMENTS

- Robotics Training from **College of North Atlantic Qatar** and coach for National Robotics Olympiad (2014 -15)
- **Management Information Systems** Trainer Certification from **K.V.I.C** (2015-16)
- Participation certificate & 5th rank for Campus connect program conducted by **Infosys Technologies**
- Attended the International conference on 'Cyber Security' and 'Crime detection' (2009)
- Participated in the hacking contest up to second round conducted by ACM-student chapter in **Amrita University**
- Attended the conference of free & open source software, FOSSTER-09 (2009)
- Participated in the ACM-ICPC 2009 Asia region online contest (2009)
- Volunteered for ACM-ICPC 2008 & 2009 (2008-09)
- Participated in Campus level cultural programs & Chess Competition

INTERESTS

Gaming development, GUI design and development, Operating System, Human Resources

PERSONAL PROFILE

Date of Birth : 12th September 1985
Gender : Male
Nationality : Indian
Hobbies : Stamp collection, cooking, travelling & social work
Personal Skills : Adaptable, Motivate, Team Player, Eager to Learn, Hardworking, Honest, Flexible
Sports : Cricket, Basketball, Chess
Languages known : English, Hindi, Malayalam, Tamil, Urdu

REFERENCES

1. Prof. Binu.P.K, Computer Science, School of Engineering, Amritapuri, Kollam, Kerala, India. Mobile:+91-9645676453
2. Ms. Anupama Somanadhan, Administrative Associate, Indian Institute of Management, Kozhikode, Kerala, India
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DECLARATION

I declare that all the information that I have provided here is correct and that I am fully capable of handling all tasks that I mentioned here.

PLACE: PALAKKAD

SANATH V MENON