

Sub. : Application for a Suitable Post in Your Esteemed Institution

Respected Management / principal

Reference to the captioned subject, I would like to be a candidature in your esteemed institution and hereby attach my details for your ready and kind reference.

I believe that my experience and my passion to provide quality education make me an ideal candidate for a teaching or for any suitable position in your institution.

I have developed my passion for teaching students of grade 5 to 7 and I feel it very rewarding to share my knowledge and insights about certain subjects, I believe in igniting young minds by mentoring, caring and guiding them by instilling the moral values especially the respect towards everything and to lead a disciplined life with punctuality.

I really believe that I could provide a huge contribution in your well-respected institution.

I have attached my resume along with my credentials and references.

Thank you for your time and consideration.

Jai Hind

Roshan N Sharma
9539265507/8606250886

CURRICULAM VITAE

Roshan N Sharma

Present Address

Karikamadam illom

Mannarsala Post Harippad Town

Allappuzha Dist.

Kerala, India

Pin – 690514

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To seek a long term employment where I can utilize my skills gained in Teaching, Administration & Secretarial Functions.

Assignments & Experiences in Teaching Field :-

➤ **Assigned as a Faculty in an ICSE School located in Kottayam, Kerala, India.**

Period : December 2013 to Till Date

Reporting to : Principal & Vice Principal

Subjects Taught : Communicative English, Value Education, General Knowledge,

i/c of : Outreach Activities, Competitive Exams, Olympiads, motivational classes, career counseling, (career guidance)

Work Profile :-

Teaching and developing the fundamental things about the English language skills, implementing various technological teaching methods for maximizing the correct usage of word pronunciations and to communicate more effectively.

Identifying the weaker students and grooming them more in English communication and motivating them in other weak subjects.

Evaluating and analyzing to ensure that the pupil gets the best education.

Inspiring and motivating the pupils to learn and adapt the new things according to the latest technological changes happening to shape their future and to be unique.

Interacting with students and parents about their developments in the areas where they lack and mentoring them.

Developing the various aspects among the students i.e. physical, emotional, mental, and social by allowing them to learn the things according to their creativity.

Organizing the students group in a class so that they can interact with each other and develop their personality and communicate effectively in English.

Organizing interactive sessions / talks with scientists from ISRO / DRDO for the enthused students.

Organising educational tours, seminars, workshops and quiz competitions and various competitive examinations conducted by the government and non- government institutions for the aspiring students.

Taking care of discipline and physical education along with badminton coaching.

Life time member of Indian Association of Physics Teachers, IAPT, an organization established by the visionary D P Khandelwal to promote Science subjects which coordinates the Physics, Chemistry, Biology and Astronomy in association with Homi Bhabha Centre for Science Education.

Life time brand ambassador & member to Information Security Education and Awareness, Ministry of Cyber Security Dept. Ministry of Electronics and Information Technology (**MeitY**), Gol.

School coordinator for Vidyarthi Vigyan Manthan, organised by Vijnana Bharati, Vigyan Prasar & NCERT

➤ **Worked as a Teacher in a Ashok Raje Gaekwad School affiliated to CBSE in Vadodara, Gujarat.**

Period : Dec. - 2006 to June - 2007

Reporting to : The Principal.

Subjects Taught : English, Geography & Drawing

Assignments & Experiences in Administrative Field :-

➤ **Worked as an Executive taking care of core areas in Administration, Purchase & Sales and Business Development.**

Period : 14th November - 2009 to 04th May - 2011.

Reporting to : The Managing Director & Sales Manager

About the Org : The group engaged in Trading of Structural Steels across UAE.

Work Profile :-

Assisting and handling business transactions, looking after purchase & sales, negotiating with vendors and sellers, reviewing request for quotation's (RFQ'S) received from clients/customers and executing the assigned and received orders, arranging meetings with clients, acquiring new clients and maintaining relationships with existing and new customers, following ISO

procedures, coordinating with various in house divisions & other administrative activities assigned for the smooth work flow & development of the organization.

- **Executive Assistant with one of the Dubai's best group (Eros Digital) dealing in logistics & distribution of branded electronics & digital products (Samsung & Hitachi) in the whole middle-east & Africa.**

Period : 12th July - 2007 to 30th July - 2009.

Reporting to : The Senior Vice President / CEO

About the Org : A business group engaged in distribution of various electronics products across UAE and Middle East.

Work Profile :-

Responsible to check/review all incoming documents before signing by the Vice President, receiving incoming calls and screening the same, assisting VP in scheduling and organizing meetings/business transactions to clients, preparing presentations, coordinating, managing travel itinerary, arranging visa's, hotel bookings for the CEO/Sr.VP, responsible for filing and maintaining all personal/confidential documents of the same, maintain a proper filing of all records confidentially, correspondence, screening CV's of candidates, interviewing them on behalf of the VP/CEO, letter's to clients/guests, attending guests/dignitaries on behalf of them, coordinating with various in-house divisions, procurements and coordinating with supplier for the stationary goods required for the in-house divisions, preparing commercial invoices, packing list, delivery advice for the shipment for the clients as required and coordinating with sales managers/executives for various objectives set by the organization for the smooth flow of business transactions, extracting sales report daily based on oracle (SAP) software, consolidating primary and secondary sales report, quoting prices for the clients, induction programs for new personnel's/joiners, coordinating with human resource department for the concerned personnel's renewal of their contracts and visas, issuing inter office memo's (IOM's) etc and other administrative works assigned from time to time, was deputed for 3 months in ware house for learning ware house operations and management systems.

- **Personal Assistant/Administrative Assistant with Indian Air Force Unit run Stores Department CSD 36 Wing AF Stn., Makarpura, Vadodara, Gujarat.**

Period : Nov. - 2004 to Oct.- 2006

Reporting to : The Wing Commander & Manager.

About the Org. : An autonomous government body under ministry of defence engaged in providing all basic necessities of goods to the defence personnel's on concessional rates.

Work Profile :-

Letter drafting, maintaining outward / inward register, filing, cash deposits, preparing cash voucher / receipts, etc. feeding invoices into the system and updating the stocks received/procured, physical check of goods received from main canteen stores department for sales, supervision and physical counting of goods in stores and counter and tallying the same with computer, (inventory management), managing travel itinerary etc.

➤ **Personal Assistant with M/s. Project Technologists Pvt. Ltd., Vadodara, Gujarat.**

Period : Apr. - 2003 to May - 2004 Reporting to : The Managing Director / Director

About the Co. : A unit engaged in executing Mechanical construction related jobs like erection & commissioning of SS/MS vessels / tanks / chimneys, shut down jobs etc.

Work Profile :-

Letter drafting, e-mailing, maintaining outward / inward register, filing, preparing computerized invoices / bills, managing travel itinerary etc.

➤ **Started career as a Travel Desk Assistant at Holiday Inn for Ronak Tours & Travels, Vadodara in the year 1998-99.**

Work Profile :-

Providing cabs/taxi's to customers/clients on their request, organizing travel arrangements by providing air/rail tickets etc. Attending to customer queries and providing information about the local places.

Qualifications :-

Pursuing PG Diploma in School Counseling from Symbiosis Pune through online mode

Pursuing for Masters of Arts (Education), MA (Edu.) from IGNOU, January 2021

PG Diploma in English Teaching from Mahatma Gandhi University, Kottayam, Kerala, India (course completed in regular mode by April 2020) results awaited

Pursued Bachelor of Education in Geography from Singhania University, Jhunjhunu, Rajasthan (2019-2021)

Diploma in Teaching English as Foreign Language (TEFL) from American TESOL,(2015-2016)

Pursued Supply-chain & Shipping Management course from Aptech Computer Education – Dubai in the year 2008.

Graduate with Sociology (Major Sub.) & Geography (Minor Sub.) from Maharaja Sayajirao University of Baroda, Gujarat, India, 2004.

HSC from Gujarat State Education Board in the Year 1998.

SSC from Gujarat State Education Board in the Year 1996.

Computers – Windows, (MS Word, Excel, Power Point, Out Look Express etc, ERP based on Oracle software, Multimedia (Illustrator, Photoshop, Flash etc.) and knowledge of internet operations.

PERSONAL DATA

Name : Roshan N Sharma

Date of Birth : 02nd July 1979

Place of Birth : Allappuzha District, Kerala, India

Father's Name : Neelakantan

Mother's Name : Rema Neelakantan

Permanent Address : Kaarikamadam illom, Mannarsala Post,
Kerala, India

Marital Status : Married

Languages Known : Hindi, English, Gujarati (Read, Speak & Write) &
Malayalam (can understand and Speak)

Extra Curricular Activities & Passion : Teaching, acquiring the best of the best knowledge, reading motivational and inspiring books, attending educational workshops/seminars related to science and technology, robotics, passion to gain & impart knowledge in every best possible manner to make the education smooth and enjoyable, playing lawn tennis, table- tennis, volleyball, badminton etc.

Notice Period : Immediately

Place : Kerala, India

Date :

Roshan N Sharma

REFERENCES

Shri Madhavan Nair Sir, former ISRO Chairman.

Mr.Suresh Subramanian - Senior Admin.Officer, ISRO (Antrix Bhavan, Bengaluru), Govt. of India, Thiruvananthapuram, Kerala, India

Mr.Subhramanian Moosath K.S., Professor and Head, Dept. of Mathematics, Indian Institute of Space Science and Technology, Govt. of India, Thiruvananthapuram, Kerala, India

Mr.Georgy Vadkekkara, Scientist, Bhramos Aerospace Thiruvananthapuram Ltd. Thiruvananthapuram, Joint Venture between DRDO - Govt. of India and Russia.

Mr. Jayaprasad, Scientist, Indian Space Research Organization (ISRO), Govt. of India, Ahmedabad, India.

Mr. Sasi Guptan – Retd. Wing Commander Indian Air Force, Ministry of Defence Govt. of India.

Shri. CJ Jose (Retd. IAS Officer) former CMD @ Gujarat Ecology Commission & Gujarat Mineral Development Corporation, Ahmedabad, Govt. of Gujarat .