

Mr. NARENDER SINGH



PERSONAL PROFILE

DOB :
10 Dec 1988

Language :
Hindi

English

Sex :
Male

Marital status :
Married

Nationality :
Indian

E-Mail ID :
narenthebest@gmail.com

AREAS OF EXPERTISE(HIGHLIGHTS)

- Institution Building, Academic Administration & Operations Management
- Have been looking after Pan India Management & Academic Operations of Business Schools / Universities
- Heading Central Examination Monitoring & Operations team responsible for conducting examinations of Pan India Amity Universities & Business Schools
- Having in hand experience of conducting examinations of 12 B-Schools & 02 Universities 03 times in an academic year.
- An active member of Establishment Team (Academics) of various Amity Universities & Business Schools across India
- An active member of Academic Monitoring team responsible for Pan India Amity Universities & Business Schools
- An active member of NAAC Preparedness Audit team responsible for conduction NAAC criteria based internal audits for Pan India Amity Universities
- Total Quality Management & Organizational Development
- Developing SOP's & Conducting Training Programs for smooth functioning of Academic Operations & Examinations processes on ERP System.
- Extensive experience in Educational Management & Policy Implementation

PROFESSIONAL COMPETENCIES

- Capable of effective strategic thinking relating to setting, managing and monitoring key business goals.
- A keen communicator, strategist and team player with ability to take along people across all hierarchical levels in the organization.
- Excellent interpersonal and organization skills and a commitment to outstanding student service.
- Deft in handling overall functioning of processes & implementing processes in line with the guidelines.
- Deft in coordinating activities as appropriate & preparing internal reports for higher management
- knowledge and judgment ability to prepare and manage the various budgets for the organization purpose
- Ensuring compliance to policies, procedures, and required legislation
- Sound professionalism and confidentiality instincts

Academic Detail

- MBA in Human Resource Management from **Sikkim Manipal University(2015)**.
- B.SC in IT& Designing from **Punjab Technical University(2012)**.
- Diploma in Designing from **Academy of Animation & Gaming(2008)**.
- Diploma in Multimedia & Designing from **F-Tech(2007)**

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Career Summary

Amity Global Business School – Head Office at Amity University Noida:-

- From 13th June 2012 – Till Date as (Manager - Academics)

ORGANIZATION PROFILE: -

- Amity is India's Leading Education Group with 25+ years of excellence, Amity today has more than 1, 50,000 students pursuing 240 programs spread across 150 institutions and 9 universities.

(Management)

Chancellor's Office Job responsibilities involve-

- Provide leadership to plan, organize and manage all the activities related to University academics department, admissions department, examination unit and governance unit of Pan India Amity Universities & Business Schools.
- Organize and administer the records, registration, graduation functions and any events or functions that is not limited to convocation ceremony, concluding ceremony, Sports events etc.
- Improve the operational systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.
- Leads the facilitation of enrollment and retention of students consistent with the college's mission and policies and procedures.
- Provides accountability for implementation and monitoring policies concerning student enrollment; enrollment verification; academic records; matriculation; transfer work; grade reporting and processing; academic progress; graduation; and certificate and degree certification.
- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Designed orientation programs for all new faculty members and assisted in training members.
- Helping in writing up of policies and procedures and also critical reports.
- Gathered data and statistics to prepare reports for senior management.
- Conducting regular internal Academic audit of Pan India Amity Universities & Business Schools.

(University Establishment Projects)

- **Amity University Kolkata (West Bengal)**
- **Amity University Ranchi (Jharkhand)**
- **Amity University Patna(Bihar)**

Job responsibilities involve-

- Structured and implemented University Academics Department of above-mentioned Amity Universities.
- Plan and prepare report for manpower requirement, lab establishment, equipment, consumables, books required, etc. before the commencement of the semester.
- Responsible for management of all Academic Operations and implementation of campus systems, processes, regulations & guidelines.
- Developing and implementing professional development trainings for teachers,

- managers, HOI's & Coordinators.
- Planned and supervised all activities of University Academics department and ensured work for all curriculums.
- Developed, filmed and implemented professional development trainings, measurably improving programming quality in the University.
- Conducts computer training for work procedures, work flow, and reports; understanding job-specific functions and tasks.
- Planned and managed the delivery, evaluation and improvement of education of all students.

(12 Amity Business School Campuses)

Job responsibilities involve-

- Handling all academic activities & act as a HQ coordinator for BBA & MBA programme of **12 Amity Global Business School campuses**.
- Handling Study Abroad Program for 12 Amity campuses: -
 - Counseling & Sending students for Study Abroad Programme(SAP) to various foreign locations i.e
 - London, Singapore, Australia, Dubai & USA
 - Collecting the pertinent student data, verifying for accuracy and completeness and assuring information is properly transmitted to the university International Affairs Dept for further coordination with foreign universities.
 - Preparing the academic program structure and conducting final examinations, with the responsibility to balance available space with curriculum needs.
- Provides oversight of registration/re-registration process and registration reporting processes on ERP system.
- Processed service requests including issuance of Migration & Transfer Certificate, Transcripts, Bonafied Certificate, Document verification etc and ensure prompt replies to students.
- Manages the Academic Affairs, administrative staff and all student support workers across campuses.
- Scheduling classes Conducting Live Classes for the campuses to make them understand the process of Academics.
- Preparing Academic Calendar to align Pan India campuses within one-timeline
- Developing and implementing professional development trainings for teachers, managers, HOI's & Coordinators.
- Collaborate with administrators, deans, faculty, IT and counselors to facilitate and improve services to students, including registration/records policy questions.
- Supervise the coordination, evaluation and certification of all graduation applications, while overseeing the complete graduation process to include all elements of the rehearsal and the convocation ceremony to ensure positive student experiences; Maintained all work according to company principles and values.
- Manage and increase the effectiveness and efficiency of Support Services, through improvements to each function as well as coordination and communication between support and business functions.
- Dealing with students & Campuses complaints, comments and enquiries
- Faculty scheduling, Time Table canvassing & batch planning on Amity ERP system
- Question paper moderation, processing & Quality checking

Worked as Academic Coordinator & 3D Faculty from 2nd April 2008 – 10th June 2012 at SAA (School of Art & Animation)

ORGANIZATION PROFILE: -

- SAA is a pioneer in high-end 3D animation & VFX education. Through its wide network SAA has successfully prepared thousands of students for careers in animation studios & in filmmaking.

(Academic Administration)

Job responsibilities involve-

- Act as a coordinator for Academic Activities
- Dealing with customer complaints, comments and enquiries
- Day-to-day Interaction with the Faculty Members
- Faculty scheduling & batch planning. Organize Various Activities Handling Examination, Score Sheets, Evaluation Sheets. Maintaining Batch Books included Books Issue / Batch Completion / Project Submission / Module Cover Record.

(Sr. Counselor)

Job responsibilities involve-

- Increasing student enrollment through effective leads management and conversion using call center counselling and face to face counselling
- Convincing Students for Admission
- Batch scheduling
- Supervising maintenance supplies and furnishings
- Communicating daily with the management team, planning work.
- Day-to-day troubleshooting and addressing problems as they arise.

I hereby declare that the above-mentioned details are true and best of my knowledge.

Date:



Narender Singh