

## NARENDER SINGH



### PERSONAL PROFILE

**DOB :**

10 Dec 1988

**Language :**

Hindi

English

**Marital status :**

Married

**Nationality :**

Indian

**E-Mail ID :**

[narenthebest@gmail.com](mailto:narenthebest@gmail.com)

### AREAS OF EXPERTISE

- Extensive experience in Educational Management(**Academics Operations**) & Policy Implementation.
- Member of Establishment Team (**Academics Department**) of various Amity Universities & Business Schools across India.
- Member of Central Examination Cell, team responsible for conducting examinations **Pan India** Amity Universities & Business Schools.
- Member of Core Internal **Audit** Team, responsible for **NAAC** implementation and preparation.

### 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

- Certificate from Coursera in Business Transformation with Google Cloud (2020).
- 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).

**Address :**

H. No 249 V.P.O Malikpur  
Near Najafgarh New Delhi  
- 110073

**Mobile No :**

09540191555  
09540931280

**LinkedIn :**

[https://www.linkedin.com/  
in/narender-singh-06b789  
26](https://www.linkedin.com/in/narender-singh-06b78926)

## Career Summary

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

- **From 13<sup>th</sup> June 2012 – Till Date as (Manager - Academics)**

At Amity Education Group, I got the opportunity to work in the Corporate Head Office environment in my career. As the member of Corporate Vertical of Academics in the group, my role is very vast and I am responsible for setting up several processes related to Academics; Governance; Learning Outcomes and Accreditation; Team Building; Internal Audits in the new Amity Universities at Punjab, Kolkata, Patna; and Ranchi.

Responsibilities involve-

- Active member of a Team responsible for conducting regular internal Academic audit of Pan India multiple Amity University campuses.
- Helping the Dean, Directors & HOI's to Plan, organize and manage all the activities related to University academics department.
- Guiding the campuses to 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.
- Active member of a Team working towards Improving 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.
- Helping and guiding the Admissions Team to 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 achieving academic excellence.
- Helping the higher authorities of the University in writing up of policies and procedures and also critical reports.

## (University Projects)

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

Responsibilities involve-

- Coordination with the VC's, Deans & Directors for Curriculum Planning & Implementation.
- Developing and implementing various trainings for Faculties, HOI's & Deans.
- Helping the University in planning all activities of University Academics department and ensured work for all curriculums.
- Helping the campuses to Plan and prepare report for manpower requirement, etc. before the commencement of the semester.

## (10 Amity Business School Campuses)

Responsibilities involve-

- **Implemented Online migration from physical to MS Team classes during COVID Lock Down period 2020 - 2021.**
- Supervised & Managed, Pan India Team of Universities & Institutes for executing **1 Lakh+ MS Team classes.**
- Member of Academic Vertical handling academic administration on HQ level for BBA & MBA programme.
- **Study Abroad Program for 10 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.
- Liaison with Registrar's office of the University to process service requests including issuance of **Migration & Transfer Certificate, Transcripts, Bonafied Certificate**, Document verification etc and ensure prompt replies to students.
- Preparing **Academic Calendar** to align Pan India campuses within one-timeline.
- Developing and implementing **professional trainings** for faculties, managers, HOI's & Deans.
- 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.
- Helping the campuses for batch scheduling, Time Table canvassing & batch planning on **Amity ERP system.**
- Member of **Examination committee** responsible for Question paper setting, moderation, & Quality checking.

**Worked as 3D Faculty & Academic Coordinator from April 2008 – 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 hundreds of students for careers in animation studios & in filmmaking.

**(3D Faculty)**

Responsibilities involve-

- **Classes** scheduling & batch planning.
- Conducting online and offline classes of various multimedia software's.
- **Planning, Designing and Delivering** the course curriculum for Diploma, Bachelor's and Master's students of Multimedia studies.
- Organize Various Activities, Handling Examination, Score Sheets, Evaluation Sheets. Maintaining Batch Books included Books Issue / Batch Completion / Project Submission / Module Cover Record.

**(Academic Administration)**

Responsibilities involve-

- Act as a coordinator for Academic Activities with **PTU University**.
- Dealing with student complaints, comments and enquiries.
- Day-to-day Interaction with the Faculty Members for smooth conduct of classes and various functions of the institution.

**(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