



Shyam Sunder Kaushik

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Seeking for top level position in Education/IT industry, where my expertise and rich experience can positively impact the organization's productivity and growth.

PROFESSIONAL SYNOPSIS

- More than **10 years** of experience in Education/IT domain.
- My portfolio includes: E-learning (WBT, CBT, ILT and online tutorials), Math's coaching. My experience also includes Project Management, Content Management, IT Management, Instructional Designing/Courseware Developing, E-content developing and desktop publishing.
- A good leader, Trainer and Mentor.
- Good understanding of process, good analysis and interpretation skills.
- Self-motivated, Inventive, ready to take initiatives for new upcoming tasks.
- A strong planner with exceptional organizational interpersonal skills.
- A Smart negotiator with abilities in finalizing cost effective contracts.

EXPERIENCE SUMMARY

E-Learning

- Manage Educational content.
- Interact with content provider agencies and Subject Matter Experts (SMEs) to gather content.
- Define learning objectives and Created course content structures for online courses (WBTs/CBTs).
- Written, reviewed and visualized storyboards
- Interact with Graphic Designers and Programmers to communicate ideas and help create engaging E-Learning courses as a team
- Review developed courses to ensure quality of the final output
- Train people from other non E-Learning domains
- Plan, document, and successfully execute timelines
- Use rapid development tools to create courses on your own without the assistance of programmers/developers
- Co-ordinate with Math/Science/language LAB, Web Solutions, SME's, VCR software and Smart Learning Tools providers

Math's coaching

- Educating students by using various teaching aids like Internet, Educational Software's/PPT, Projector, Interactive Board etc.
- Mentoring students to prepare assignments for assessment
- Use of Analytical tools for student performance report.
- Coordinating with students enrolled for classroom sessions
- Coordinating with the guest lecturers/trainers
- Developing session plans and schedules for classroom sessions
- Promoting proper classroom etiquette
- Cultivating a fun and interesting learning environment which encourage questions and class discussion
- Researching relevant content, reference books, articles and resources needed to enrich the library.
- Research Math resources and Competitors (E-Learning, Offline Teaching, IIT/AIEEE)
- Met with parents to discuss student progress and problems.

Information Technology

- Content Security, Data Recovery
- Managed IT infrastructure, architecture, systems, networks, software and resources across multiple platforms.
- Design, Implementation, Testing, Consulting, Policy making, Security Administration, Antivirus Checks and Helpdesk Management.
- Handle projects in terms of hardware and software installations, configurations, troubleshooting.
- Maintaining IT infrastructure Inventory
- Internet Access Policies, creation, deletion and updating as per company polices whenever required.
- To Support backup and restoration of daily data.
- Co-ordination with vendors relating to all technical aspects with the company's IT infrastructure

Human Resources

- Short listing Candidates
- Taking interviews and skill test of new appointees for the department with the selection committee.

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CAREER HIGHLIGHTS

Since Mar'08 Team Leader	New Horizons India Ltd	Delhi
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Highlights:

- Founder Member of **Knowledge Horizon** (www.khclasses.co.in) sister concern of **New Horizons India Ltd.**
- Faculty for Class Room Coaching (CBSE 11th, 12th, IIT/AIEEE Entrance Exam)
- Led E-Content (Animated) developer team related to Math CBSE, IIT/AIEEE
- Manage, Modify and Quality check E-content.
- Led Math Portal Team

Mar'07 – Mar'08 Sr. Resident Expert Teacher	Cleave Global e Services Ltd.	Noida, UP
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Highlights:

- Founder Member of **Extramarks** (www.extramarks.com) sister concern of **Cleave Global e Services Ltd.**
- Played Key Role in design and development of website.
- Panel Teacher (Mathematics) on website.
- Led E-Content (Animated) related to Math CBSE pattern from class 6th to 12th
- Modify and Quality check outsource e-content

Apr'06–Mar'07 P.G.T. (Math's)	R.A.Geeta Sr. Sec School (Govt. Aided)	Delhi
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Highlights:

- Class Teacher
- Teach Mathematics to Class (9th to 12th)

May'05 – Feb'06 Sr. Lecturer (Math's)	Lakshay Study Circle	Delhi
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Highlights:

- Teach Mathematics to Class (12th, BCA, Polytechnic)
- Teach Mathematics for competitive exams IIT/AIEEE

Mar'99 – May'05 Math's Faculty	Topper Institute of Professional Studies	Ghaziabad, UP
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Highlights:

- Teach Mathematics to Class (12th, Polytechnic, IIT/AIEEE)
- Teach Mathematics to BA Math, BCA/BBA, BTECH, MCA/MBA, DOEACC-O,A,B
- Computer Basics and Hardware instructor.

TECHNICAL BACK GROUND

Operating System	: DOS, Windows 9x, Xp, Vista, Server 2k, 2003, PCQ Linux.
E-Learning Tools	: Math Type, Camtasia, Snagit, Adobe Captivate 3, Articulate Studio, i-spring pro.
Application/Software's	: MS Word, Excel, PowerPoint, Photoshop, Flash, CorelDraw, Dream weaver.
Audio-Video editing	: Pinnacle Studio, Ulead, Sony Vegas, AVS, WinAvi, Wave Lab, Nero WavEditor

EDUCATION

Professional		
MBA (IT)	M.D. University Rohtak	2009
B.Ed.	C.C.S. University Meerut	2003
Academic		
M.Sc. (Math's)	C.C.S. University Meerut	2002
B.Sc. (GEN)	C.C.S. University Meerut	2000

PERSONAL INFORMATION

Date of Birth	: 14 th August, 1979
Languages Known	: English, Hindi
Address	: B-334, Ashok Nagar, Shahdara, Delhi-93