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| |  | | --- | | 10400 Aju.jpg  [AJU.336998@2freemail.com](mailto:AJU.336998@2freemail.com)  **Date of Birth**  10th March,1992  **Languages**  English - Fluent  Hindi- Proficient  Malayalam- Native  Sex : Male  Nationality : Indian  Marital status : Single  **Strengths**   * Effective communication skill. * Team player and leadership quality. * Supportive and enriching mentality. * Adaptability to new situations. * Positive attitude. * Analytical skills. | | |  | | --- | | Aju |  |  | | --- | | **Summary** | | Highly motivated & energetic PostGraduate pursuant with more than a year experience as skill development trainer; distinguished from peers with a track record of organizing& conducting various programs and determination to capitalize on opportunities. Interested and have knowledge in banking, insurance, and administration. |  |  | | --- | | **Work Experience** | | Skill Development Executive (SDE)2015 – 2016  ASAP, Government of Kerala  Additional Skill Acquisition programme (ASAP) under joint initiative of General Education Department and Higher Education Department, Government of Kerala, India.  **Responsibilities:**   * ASAP1.jpgDelivering communicative English and Information technology for higher secondary and college students across different Institutions in India. * Worked in different Skill Development Center's (SDC) of ASAP and managing MIS (management information system). * Worked as an invigilator of Aptis test, an online test to evaluate English language proficiency conducted by the British council. * Editor of digital magazine “ASAP WAY” published by ASAP to develop English language proficency of students. * Served as administrator of ASAP district website. |  |  | | --- | | **Activities** | | * National Service Scheme (NSS) unit, Baselius College, Kerala, India   A public service programme under youth affairs ministry  for developing student’s personality through community  service.   * Served as volunteer secretary conducting various programmes in college &several residential camps in the state. * Leaders training camp organized by Mahatma Gandhi university for the NSS volunteer secretaries of various colleges. * Student cordinator of Red Ribbon Club * Conducted a blood donation camp in the college supported by HDFC bank. * A data bank of college students and staff was prepared by surveying and found willing blood donors. * Conducted motivation classes for unwilling blood donors and inspired many students to donate blood. * Served as a volunteer in Kerala Federation for Blind Annual Conference. * Active participant of ‘Haritha Vidyalayam’ project and won 2nd prize at school level. * Participated in the workshop ‘Initiation to Mathematics’. |  |  | | --- | | **Education** |   Insurance Institute of India – Professional Examination  Passed an introductory paper ‘Principles of Insurance’ of  Licentiate Examination conducted by Insurance Institute of India  Master’s Degree in Mathematics2013-till now  Mahatma Gandhi University  Kerala, India  Bachelor’sDegree in Mathematics2010-2013  Mahatma Gandhi University  Kerala, India  **Higher Secondary Examination2008–2010**  Board of Higher Secondary Examination  Crossroads English Medium HSS, Kerala, India  **Secondary School leaving Examination2007 – 2008**  Board of public examination,  Crossroads English Medium HSS, Kerala, India     |  | | --- | | **IT Skills** |   Microsoft Word Windows OS  Microsoft Excel Linux OS  Microsoft Power point Basic computer packages   |  | | --- | | **References** |   References upon request. |