**Curriculum Vitae**

**SURESH**

**Opposite City Center, SHARJAH, UAE**

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**OBJECTIVE:**

Seeking a competitive position in academic excellence where extensive experience will be further developed and utilized.

**CAREER PROFILE:**

* Detail-oriented, efficient and organized professional with extensive experience in teaching Management and commerce and humanities.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Effective at multi-tasking and can handle pressure at work

**EXPERIENCE:**

**CARE INDIA - State RMNCH+A Unit - Government of Bihar July 2014 – December 2015**

**Consultant & Programme Analyst**

* **Planning & Coordination:** Conducted rapid assessment on Family planning and Women & Child health and the current status in the High Profile Districts of Bihar state government. Resource mapped the opportunities and identified bottlenecks in the government service delivery mechanism and recommend ways to address them with support from development partners consortium as CARE, WHO, UNICEF, ENGENDER and 24 other development partners.
* **Data Analysis:** Analyzed data for developing plans for the High Priority Districts with specific objectives to achieve goals in the area of Reproductive, Maternal, Newborn, Child and Adolescent health (RMNCH +A)
* **Coordination:** Coordinated with the existing development partners in the state working on the RMNCH+A activities and provided a platform for sharing their findings with the State health teams and reported these findings to the sponsoring partner – Bill & Melinda Gates Foundation.
* **Reporting:** Participated in the steering and working group committee meetings and facilitated development of periodic reports and documents on the progress of the RMNCH+A interventions.

**Centre for Management and Technology: Vizag July 2012 – June 2014**

**Associate Professor** – Lectured M.B.A graduates in the field of Human Resources Management. Specific areas covered include

* Human Resource Management
* Training and Development
* Management Control Systems
* IT for Managers
* Instrumental in conducting Exchange programmes for Management graduates with various other Business Schools, CEOs and Top management of Corporate companies both public sector companies as SAIL (Steel Authority of India Ltd), Hindustan Shipyard Limited, and Private Ltd companies as Mahindra & Mahindra, HSBC, TCS etc.
* Instrumental in conducting Job fairs, campus interviews for over 30 different companies at the same venue and coordinated the intake of 28 of the Management Graduates in a batch of 35.

**Dr. C. S. N Degree & Post Graduate College Bhimavaram: June 2011 – July 2012**

**Associate Professor –** Lectured M.B.A graduates in the field of Human Resources Management. Specific areas covered include

* Human Resource Management
* Global marketing management
* Strategic HRM
* International HRM
* Instrumental in organizing seminars, debates and sessions for graduates in various areas of the management not just HR but in other areas as Operations, Finance and Marketing, thereby enhancing the verbal and speaking skills, personality development etc.

**J. Sikile School, Narsapur: June 2010 – May 2011**

**Lecturer & Teacher –**Specific areas covered include

* Teacher in-charge for classes 8-10 (CBSE & AP State Board).
* Taught Social studies, Economics, Commerce and Business studies for classes 8 to 10+2 (CBSE & AP State Board).
* Actively involved in conducting and organizing various co-curricular and extra-curricular activities for students to ensure overall development of a child in Sports, Music, Art – Craft, Essay writing, School decoration, and Photography.

**Flaiz Adventist Degree College School, Narsapur: January – May 2010**

**Teacher –** Specific areas covered include

* Lectured Commerce graduates Industrial Organization and Management, Banking, & Business Economics.
* Lectured Commerce for (10+1 & 2 – ISC Board, New Delhi) students
* Actively involved in conducting summer camps for children to encourage in them self dependency, discipline and to evolve in them a spirit of unity and togetherness in odd situations.

**HSBC – Electronic Data Processing India Ltd, Global Service Center, Vizag, AP: 2006 November – Dec 2009**

**HR & Audit Executive**

* Part of HSBC – HR & Training Team.
* Assisting the HR Managers during interviews, collection of documents, background check of employees, and performance appraisal of staff from various departments basing on the guidelines of the Annual performance Management System criterion.
* Involved in training and development of staff of the company in various process specific areas,, conducted induction trainings, refresher trainings, trainings on linguistics, sessions to correct mother tongue influence for freshers who take calls in the Customer service departments etc.
* Part of Compliance operations team of HSBC bank USA backend office transactions, conducted compliance of retails banking customers and vendor Management of clients operating with HSBC bank USA.

**EDUCATION:**

**MBA (Finance & Human Resources Management):**   
Andhra University, Visakhapatnam    2003 – 2006  
  
**B Com (Management Accountancy & Income Tax)**  
J. Sikile College, Narsapur    2001 – 2003

**B.Ed**

J. Beera College of Education, Narsapur (2010 -11)

**COMPUTER SKILLS:**

1 – Year Diploma in Software Engineering from APTECH Computer Education with complete hands on experience in Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office 2007, XP Professional, Oracle 8, & VB 6

**PERSONAL DETAILS:**

**Date of Birth** : 22nd March 1982

**Nationality** : Indian

**HOBBIES & INTERESTS:**  Playing Music & Gardening.

I hereby declare that the information furnished above is true to the best of my knowledge.