

Joseph Robert Fernandez

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Career Objective:

I seek an opportunity to achieve a challenging position in a company, where acquired skills will be utilized towards continued growth and advancement, and also to grow as a professional, and an individual, among the company of progressive and reformist minds within an organization.

Professional Summary

Employers Title: Prakshal Softnet, Bhopal

Designation: Content Writer

Responsibilities: To create contents for the Web that may include sales copy, e-books, podcasts, blogs, social media marketing contents, e-commerce sites, news aggregators, and college websites etc. according to the requirement of the clients

Designation: Educational Tutor

Responsibilities: Traveling to students location as per the scheduled time, review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments, self-research on recommend textbooks, equipment, or other learning materials to complement tutoring, Fortnight monitoring student performance based on test and assignments, convey the proper status of students to their parents daily and preparing lesson plans or learning modules for tutoring sessions according to students' needs and goals. Apart from the regular classes motivating and encouraging them to participate in other non-academic activities and to educate the importance of good manners, time management and discipline.

Employers Title: Surevin BPO Services Ltd., Bhopal.

Designation: Team Leader ("IRCTC" Voice Process)

Responsibilities: Guiding group of employees (team members) to complete any project by assigning tasks to individuals including self. To ensure individuals are performing against targets, while reviewing their performance and coaching them to do so, and also to meet on a regular basis with the Manager, both to provide feedback and to receive instructions or actions.

Academic Summary

- *Pursuing Bachelor of law[LLB]*
LNCT University, Bhopal
Percentage Marks - 58%

- **Bachelors of Arts [B.A- HONS] – Public Administration**
Indra Gandhi National Open University (IGNOU), Bhopal
Percentage Marks – 55 %

- **Bachelors of Engineering [B.E] - Mechanical Engineering**
Laxmipati Institute of Science & Technology, Rajiv Gandhi Produyogiki Vishwavidyalaya,
Bhopal *Percentage Marks – 64.10 %*

- **Senior Secondary School Examination, XII Standard**
HEMA Higher Secondary School, Bhopal [CBSE]
Percentage Marks – 51 %

- **High School Examination, X Standard**

St. Xavier’s Higher Secondary School, Bhopal [CBSE]

Percentage Marks – 58%

Curricular Achievement & Activities

- Participated in “Two Day Workshop on IC Engines” organized by Sagar Institute of Science and Technology (SISTec), Bhopal during 19th -20th Oct 2011.

- Participated in “Indo-Lanka International Cricket Match Exposure & Cultural Programme” organized by The Cricket Centre Academy, Colombo, Sri-Lanka, during, 1st – 7th Feb 2010.

- Participated in “Indo-Lanka International Cricket Match Exposure & Cultural Programme” organized by Young Men’s Christian Association, Bangalore, India, during, 11th – 17th Dec 2009.

Personal Profile

Brief Profile: I am a disciplined person having cooperative and friendly nature and progressive approach.

Strength: Adaptability, Grasping Power and Result Orientation

Hobbies / Interest: Reading books and Newspaper, Playing cricket

Date of Birth: 19 March 1993

Languages: Hindi, English and Malayalam

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I hereby declare that the facts and information provided above are true and authentic to the best of my knowledge and belief.

Bhopal

Fernandez

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