

P. Muthukumar, M.A., M.C.A, B.Ed, (PGDEMA)

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Career Objective:

To translate knowledge acquired academically into specialized professional areas and acquire greater knowledge to benefit oneself and to bring laurels to the Institution.

Personal Strengths:

A vivid learner and strong believer in imparting the same towards achieving the goal. **Passion is my profession and profession is my passion.** Strong fundamentals and understanding everything in depth makes me relate easily to every situation. My strength as a teaching fraternity, understand students from different angles, like how much skilled a student is, how much time he take to processes information, how good his memory is or why he does not understand something. A good teacher is a great communicator. In order to deliver new information to the students, instructors must interact effectively.

Certification

International School of AI & Data Science-INSAD Certificate in Data Science Foundation

Alison - ISO Management System Audit Techniques and Best Practices.

Alison - Transformational Leader Ship

Academic Qualifications:

Pursuing - Post Graduate Diploma in Educational Management & Administration -PGDEMA
University : IGNOU

Bachelor of Education (B.Ed)

Graduated in 2022

Major : English
University : Puducherry

Master of Computer Application (MCA)

Graduated in 2004

Major : Computer Applications , Networks
University : IGNOU, India
Grade /Class : 1st Class [60.44%]

Master of Art (M.A)

Graduated in 1999

Major : **Public Administration**
Institute/University : University of Madras, India
Grade / Class : 2nd Class

Bachelor of Arts - B.A. English Literature

Graduated in 1993-94

Major : English
Institute/University : University of Madras, India
College : RKM Vivekananda College, Mylapore, Chennai
Grade / Class : 3rd Class

Professional Skills:

Skills include Python, RDBMS - MSSQL, MYSQL, Ingres, PostgreSQL, Networking, software development, hardware maintenance, audio and video editing, authoring, web administration, content making, web designing, and Wi-Fi and CCTV implementation.

Other Skills:

- Diploma in **RDBMS** from Software Solutions Integrated Ltd., Chennai [A Grade]
Specialization: Oracle 7.1, Forms 4.5, Report Writer 2.5 & SQL * Plus
- Professional Diploma in Computer Software [I Class] 1996from Bharatiya Vidya Bhavan's Computer Centre, Chennai - 600004
Specialization: FoxPro 2.x, 'C', COBOL Ms-Access, Clipper, Ms-Office.
- Oracle certification course: Java green foot certification course. (January 2015)
- Java , Netbeans , PHP, MYSQL
- OS Installation, Server Administration, Networking, CCTV Installation, Web Admin.

Resume Summary

Current Position : **Teaching Staff (PGT - Post Graduate Teacher)**

Kola Perumal Chetty Vaishnav Senior Secondary School

[Affiliated to CBSE], Chennai, India

(1st June 2016 – Till Date)

Role : PGT in [Informatics Practices] – Java, Python & MySQL
Networking Admin., Web Admin., Hardware &Software, Technical Advisor, CBSE Affiliation Work etc.

Total Experiences : 18 (Teaching)

Role & Responsibilities

- ✓ Deputed as a **panel member** for walk-in interviews for the selection process of candidate for the subject CS & IP in Kendriya Vidyalaya, Island Grounds, Chennai
- ✓ Appointed by CBSE as a **Head Examiner for Spot Evaluation** for Class XII for the subject Informatics Practices [New]
- ✓ **Resource person** for the subject **Informatics Practices [New]** Python
- ✓ Conducted a seminar for the staff of the **CBSE Regional Office**, Chennai, in the areas of how to handle productivity tools using MS-Office and other important features
- ✓ **Nodal Officer** for **CBSE SAFAL Test** (Jan.-Feb. 2023) for Grades 5 and 8
- ✓ **OBSERVER: CBSE SAFAL MOCK TEST**
- ✓ Appointed by CBSE as a **JEE observer**
- ✓ **Facilitator for all CBSE online applications** regarding affiliation and registration of candidates (LOC process)
- ✓ Student admission scrutiny, registration, timetable committee, and other administrative work

- ✓ Produced 100%
- ✓ Attended various orientation programmes on ICT in education conducted by CBSE
- ✓ CBSE OASIS Annual/Periodic
- ✓ In charge of career guidance
- ✓ In charge of school Interact Club
- ✓ In charge of the educational field trip
- ✓ Google suit administration
- ✓ System-related solutions
- ✓ Other responsibilities like multimedia editing, e-certificates, banner making, logo making, and video content for students and teachers, web administration, system administration, and network

Awards and recognition

- ✓ **School Innovation Ambassador Training Program** - By Ministry of Education's Innovation Cell (Government of India) ID: SIA2023167814 – April 2023
- ✓ Nominated as India's Incredible Teacher 2022 – Oswaal Books
- ✓ Best Teacher – RIT Teachers Award 2022 by Rajalakshmi Institute of Technology
- ✓ Global Teacher Award Representing India by AKS Education Awards 2021
- ✓ Dynamic Teacher of the Year 2021 by Dr. APJ Abdul Kalam Education Excellence Award 2021
- ✓ Received Rotary Dr. Radhakrishnan Recognition Award 2021.
- ✓ Received Best Teacher Award in the year 2019 by RGR Academy.
- ✓ Received Achievement Award - certificate of appreciation for producing Centum in Informatics Practices in class XII CBSE Board Examination for the Academic Year 2018-19 by Kola Perumal Chetty Vaishnav Sr. Sec. School.

2. Bhavan's Rajaji Vidyashram

June 2005 to May 2016

Position Title	: Teaching Staff (PGT - Post Graduate Teacher)
Specialization	: Computer Science - Informatics Practices 065
Industry	: Education
Work Description	: Teaching Class XI & XII Informatics Practices [065] .
<u>Accomplishment</u>	: Campus Networking with WIFI, Web Admin., Hardware & Software support, Technical Advisor, CBSE Related work etc. Payroll Software developed exclusive for BRV.

Other Skills: System Administration and Developed Program in Visual Basic / MS SQL for the School Payroll System. Exposure to Visual Basic, SQL Server / WIN SERVER , FirewallManagement , Networking, Web administration, DBA , WIFI Implementation

Multimedia – Adobe Photoshop, Premiere, FCP, Audio and Video Editing, Dream Weaver
Web Designing Web Tools: PHP, ASP, Dot Net, Green foot

3. Prakash Biharilal Exports

July 2001 – Feb. 2005

Position Title : **System Officer**
Specialization : IT/Computer - Network/System/Database Admin.
Industry : Exports Imports (cotton made-up)
Work Description : Programmer cum ERP Implementation Member
Environment : Windows XP/NT Server, SQL SERVER, VB6
Individual Project developed using SQL Server with VB as Front End.
Title of the project : Computerized Export Documentation.

Description: Computerized Export documentation for the exports house. It covers all the areas related to Export Documentation processes.

Responsibility: Designing, Coding, Testing and Implementation.

4. Indian Institute of Technology

Apr 1998 - July 2001

Position Title : **Project Assistant**
Specialization : IT/Computer - Software
Role : IT Support Staff, Programmer
Industry : Education
Work Description : Maintenance of Existing Software Viz. Academic Records Maintenance System. - ARMS, [RDBMS – PostgreSQL , MS-SQL, UNIX [Environment], Maintaining Database Tables and updating records at Backend. Error handling. Changing Course_id trapping duplicate Entries etc.

Accomplishment:

Career Development in various fields by way of exploring information technology. Opportunity to work in various Departments in IIT Campus with various technical support team and implementation of GUI based Academic Records Maintenance System in ASP.

5. M/s Software India

Aug 1996 – Mar 1998

Position Title : **Programmer**
Specialization : IT/Computer - Software
Role : Programmer
Industry : Computer / Information Technology (Software)
Duties : My duties included Software programming in Oracle and D2k, Coding, Testing etc.

6. M/s Srinivasa Enterprises

May 1995 - June 1996

Position Title : **Programmer**
Specialization : IT/Computer - Software
Role : Programmer
Industry : Entertainment / Media
Work Description : Nature of Job included Software Development, The Company Owns 3 Theatre, Software developed for Theatre Maintenance Daily Collection Report, in FoxPro 2.5. MyRoll. Coding, Testing & Implementing.
Accomplishment : Upgraded the existing software with additional features

Other Interests:

- A profound passion in Photography, Cinematography, Story writing and Short film making.
- Technical Support.
- Enjoy listening to music and Dancing.
- Voluntary service [Agaram Foundation], Freelance Technical Support.
- Technical writing.
- Conducting Seminars.
- Video Content making & Tech Support Videos.
- Trekking – Himalayan Ranges (2006 and 2010)
- Reiki Healer 2 Levels.

Personal Profile:

Name : P. Muthukumar
Sex : Male
Date of Birth : 31.07.1973
Language Known : Read & Write - Tamil, English
Can Understand Hindi / Telugu
Nationality : Indian
Marital Status : Married
Hobbies : Photography, Music, Social Service
Last Drawn Salary : 71000 /-

End of the CV