



# ARUNACHALM RAMA NARAYANAN

Senior Executive as Team Lead

## CAREER SUMMARY

- Over 6 years of experience (since 2013) in education industry with a demonstrated history of working as a TEAM LEAD in exam co-ordination, e-Learning.
- Ensure exam processes are meeting the special requirements bridging with external partners compliance and standards.
- Worked with e-Learning team and tools such as Blackboard, moodle and Web 2.0.
- Dealt with online portals such as Instructional Designer in University of Texas. The goal set to facilitate novices in securing acquaintance expertise and proficiencies.

## CONTACT

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## ACADEMIC RECORD

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**Bachelor of Engineering, Anna University, India.**  
AUGUST 2013  
Major: Electronics and Communication Engineering  
CGPA: 7.0/10 – First Class

**NIIT, India.**  
2012  
Major: Network Technician as A+ and N+

**G K Shetty Hindu Vidyalaya, India**  
2009  
Higher Secondary Educational Programme  
Classification: First Class Honours

## WORK EXPERIENCE

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**Management Development Institute of Singapore, Senior Executive**  
DEC 2014 – Present

Experienced **Senior Executive**, with a demonstrated history of working as a team lead in the e-Learning and exam co-ordination. Skilled in e\_learning web tools like Web2.0, Blackboard and moodle, have work experience with higher level officers as an assistant, to ensure the exam processes are meeting the special requirements bridging with external partners compliance and standards. Certified professional in networking at basic level such as A+ and N+ and currently pursuing Security+. To full fill my role, manage exam team and my team mates, also teaching to the new person that how exam coordination assemblage who is responsible for organizing and propelling examinations programs to make sure it is executed smoothly in schools. The same would be monitored and observed throughout.

**Technibit Solution, India Instructional Designer**  
Nov 2013–Nov 2014

Engrossed on e-Learning specialism for online portals, grading student's exertion, retorting quires, online teaching for Master Programmers in University of Texas, USA. Also focused on inaugurating (e-Learning) Instructional Designer to Project, develop learning and practicing experiences. The goal set to facilitate novices in securing acquaintance expertise and proficiencies.

## SUMMIT OF TESTIMONIALS

- Substantial experience in staff development.
- Highly skilled in maintaining client relationship.
- Solid understanding of principles of prospectus development
- Sound ability to use key relationship management.
- Knowledge on job exercise and evolving significant curriculum.

## AWARDS

- 2016-2020 Good event organizer (MDIS, SINGAPORE)
- 2012 Best leadership award in NATIONAL SERVICE SCHEME (NSS, INDIA)
- 2011 Good event organizer with a “Can do” attitude in College symposium (INDIA)

## HOBBIES

- Social Service activities
- Knitting hats
- Playing badminton
- Cycling

## REFEREES:

- A Subramanian  
Senior Director – Finance  
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- Krishnaleela Sinnathamby  
Senior Executive – Exam Unit  
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Contact: (65) 90624535

## PRIME ROLE

- Substantial experience in dealing with internal/externals in support of business proposals.
- Incorporates simulation, role-based scenarios, and competency evaluations into eLearning deliverables.
- Knowledge of emerging technologies as related to adult education and learning.
- Proficient in MS Word, Excel, Power point, Share point, related communication tools, solid analytical skills, able to interpret quotations and proposals.
- Hands on experience in arrange meetings and appointments and provide reminders. Dealt with externals and maintaining records on it.
- Profound knowledge of planning and time management skills.
- Solid understanding of purchasing of prospectus development and optimization.
- Sound ability to understand of contracting basics and procure pay systems.
- Knowledge on produce reports, presentation and brief as needs.
- Experience with project management, including managing timelines, establishing priorities, and achieving milestones and deliverables.

## TRAININGS

- Personal Branding for Carrier Success at Management Development Institute of Singapore.
- Effective Time Management at Management Development Institute of Singapore.
- Team Leader Development at Management Development Institute of Singapore.
- Boosting productivity through mind-set change at Management Development Institute of Singapore.
- Riding the social media waves at Management Development Institute of Singapore.

## SKILLS



\*\*BB - BLACKBOARD