

MADHAV SARDA

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PROFILE SUMMARY

- A skilled Mathematics teacher with around 8 years of experience in the respective industry with an immense learning zeal for the mentioned subject.
- Exceptional Knowledge about Banking Mathematics & Reasoning acquired while preparing for Bank Recruitment Examinations for a period of 4 years starting from 2018.
- Well-versed with MS-Office Applications and Computer Proficiency from Windows XP onwards with around more than 10 years of experience.
- An excellent personality with remarkable communication skills and typing speed of about 40 wpm with 100% accuracy in English.
- Extraordinary learning and teaching capabilities coupled with notable skills in decision-making, planning & analysis, time management, meeting deadlines, accurate research and effective problem solving.
- An efficient salesperson with 1 year of experience in an esteemed organisation such as Godrej & Boyce Mfg. Co. Ltd. with notable achievements.
- Certified GST using Tally.ERP 9 (With Digital Content) Operator from an esteemed centrally-affiliated institution.

PROFESSIONAL/WORK EXPERIENCE (Including Achievements)

Assistant Teacher - Mathematics at North Point English Academy, Malda (April, 2022 - Present)

- To demonstrate competence in classroom instruction and plan and implement effective classroom management practices and engage students in creative thinking and integrated or interdisciplinary learning experiences.
- To design and implement effective strategies to develop self-responsible/independent learners, thereby engaging students in active, hands-on, creative problem-based learning.
- To promote students' intrinsic motivation by providing meaningful and progressively challenging learning experiences which include, but are not limited to: self-exploration, questioning, making choices, setting goals, planning and organizing, implementing, self-evaluating and demonstrating initiative in tasks and projects.
- To provide opportunities for students to access and use current technology, resources and information to solve problems and to build students' ability to work collaboratively with others and to provide opportunities for students to apply and practice what is learnt.
- To vary instructional roles (e.g. instructor, coach, facilitator, co-learner, audience) in relation to content and purpose of instruction and students' needs and to foster student self-control, self-discipline and responsibility to others.
- To plan and prepare appropriately the assigned courses and lectures and conduct assigned classes at the scheduled times and to carry out any other related duties assigned by the department.

Associate Educator - Mathematics at Ivy Minds Learning Solutions Private Ltd. (June, 2021 - Present)

- Headquartered in Mumbai, it is an online educational platform known by the name, "BeyondSkool".
- As per the programmes opted for by the parents/guardians, educators here are allotted 1 hour regular classes wherein they teach their respective subjects.
- Educators here are also required to conduct demo classes wherein they try to convince the parents to enrol for the programmes offered by the organisation, thereby being responsible for the organisation's sales as well.
- Teachers here also carry out activities such as Parent-Teacher Meetings (PTMs) wherein the progress of the concerned student is assessed periodically.
- Recently, the organisation has expanded its network internationally as well wherein countries such as UK, USA and Australia are being dealt with.
- As of now, I am handling 6 domestic and 10 international batches in all here at this organisation.

Sabbatical Leave (August, 2018 - February, 2021)

- I had prepared for Bank Recruitment Examinations during this period wherein I had qualified a total of 9 Preliminary Examinations and 1 Mains Examination over a period of 2 years and 6 months.
- During this period, I learnt how to master time management to a very great extent as I had to travel to and fro Kolkata every week for 2 days so as to attend my coaching classes there and ensure that I had adequate time left for my studies as well as once I was back home, I had to help my father in his business too.
- This preparation helped me in further enhancing my knowledge along with my skill sets such as Planning and Analysis, Strategic Thinking, Decision-making, Organization, Problem-solving, etc. in my career field and area of expertise i.e., Mathematics and also refined my writing skills in English.

Graduate Trainee at Godrej & Boyce Mfg. Co. Ltd. (July, 2017 - July, 2018)

- Communicating the ongoing schemes timely and informing the BPs about the materials billed and the cheque value for the same.
- Ensuring that materials billed are received at the BP's end on time and settling their warranty claim for defective goods as and when needed.
- Ensuring that the available stock at their warehouse is in sync with their investment and achieving the primary monthly DS allotted. My Overall Monthly DS was around Rs. 45-50 lacs.
- Ensuring that the BPs' achieve their targets in order to earn their ATDs.
- Requested for the refund of the security deposit paid by a BP for attaining the dealership initially. The same was pending with the organization for a very long period of time. The matter was looked into by me and resolved within 3 months and was much appreciated in the organisation for the same.
- The ex and the present territories were pretty huge in size with a presence of around 600+ hardware stores in all along with some pretty huge projects under construction and the same was handled well-enough by me. 2 of such projects worth Rs. 3.03 lacs were won as well in the present territory.
- A new product named Navtal Ultra XL+ was launched during my stay in the organization and was successfully introduced in the market by myself, the sales volume for the same being Rs. 1.25 L over a period of 2.5 months.
- 3 CCRPs and 4 ROSEs were conducted by me in my ex-territory. The CCRPs were attended by 12 carpenters in all and the ROSEs were conducted with 10 counter salesmen in all at 4 different outlets.
- The growth in the territories was phenomenal though. Somewhere around 80-120 new outlets were added to the existing list over a period of 6 months.

Hostel Teacher at Holy Child English Academy, Malda (March, 2015 - March, 2016)

- Enhancing their knowledge on Mental Mathematics on a regular basis.
- Ensuring that their studies are at par with what is being taught in school.
- Assessing the progress in their studies by taking weekly and surprise tests.
- Maintaining a very friendly relationship with the students.
- I was well-known in the academy for my friendly behaviour with the students.
- My way of teaching Mathematics was unique and was well-understood by the students.

Self-Employed Private Tutor (April, 2014 - Present)

- Work with students to improve their skills in certain subjects, especially Mathematics.
- Prepare lessons, and assign and correct homework.
- Prepare and correct tests and evaluate students' progress and discuss the results with students and/or their parents.
- Identify students' individual learning needs and assessing any barriers to students' study progress.
- Using relevant tutoring methods and materials as and when needed.
- Helped an average secondary school student improve in Mathematics to an extent where she started scoring an average of about more than 95% in all her Mathematics examinations over a course of 3 years.

ACADEMIC QUALIFICATIONS

- B.Com (H) in Accountancy - University of Gour Banga - 2017 - 57%
- Senior Secondary - ISC (The St. Xavier's School, Malda, WB) - 2012 - 87%
- Secondary - ICSE (Holy Child English Academy, Malda, WB) - 2009 - 73%

SKILLS/COMPETENCIES

- Noted for skills in meeting deadlines, time management, accurate research and effective problem solving.
- Exceptional Knowledge about Banking Mathematics & Reasoning.
- Well-versed with MS-Office Applications and Computer Operations from Windows XP onwards with around more than 10 years of experience.
- Remarkable communication skills and typing speed of about 40 wpm with 100% accuracy in English.
- Certified GST using Tally.ERP 9 (With Digital Content) Operator from an esteemed centrally-affiliated institution.
- Fluent in Hindi and Bengali languages as well.

PERSONAL DETAILS

- Date of Birth: 14th November, 1992
- Nationality: Indian
- Communication Address

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C/O, Rexine Palace,
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- Residential Address

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