

BHUSHAN GIRISH VYAS

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PROFESSOR / EDUCATION CONSULTANT / ADVISOR / ACADEMIC DEVELOPMENT SPECIALIST

AREA OF INTEREST	PROFILE
Class Management	<ul style="list-style-type: none">Dedicated, resourceful and innovative educationist with over 4 years of experience across teaching English also possess sound knowledge of teaching subjects including Economics, Geography, Commercialization & history
Counselling	<ul style="list-style-type: none">Expertise in planning, organizing, coordinating and monitoring all types of curricular and co-curricular activities for the overall development personality of students
Meeting / Event Planning	<ul style="list-style-type: none">Extensive exposure in facilitating social and intellectual growth of students by creating an atmosphere of mutual respect among students
Admission & Examination	<ul style="list-style-type: none">Possess strong & excellent academic standing with knowledge of teaching practice and nurturing as well as fostering students development to their utmost potential
Interpersonal Skills	<ul style="list-style-type: none">A devoted educator covering professional development while assess students and conduct staff meetings for their development
Student Evaluation	<ul style="list-style-type: none">Ability to significantly enhance learning environment and can act as a facilitator to promote student leadership in initiating and creating positive learning opportunities
Administrative Tasks	<ul style="list-style-type: none">Capable of identifying areas of improvement while working with teachers and effectively coach them to improve their performance consistently
Curricular Coordination	<ul style="list-style-type: none">Ability to teach, motivate and direct while maintaining expertise in basics of teaching and familiarization of content and methodology
Child Development	<ul style="list-style-type: none">Worked as Academic Development Specialist at IMS Learning Resources Pvt Ltd.
Data Research	
Staff Management	
Student Assessment	
Communication Skills	
Relationship Management	

PROFESSIONAL EXPERIENCE

NAEMD Institute

March 2020-Present

Associate -Academics & Operations Coordinator

- Developed well-written, technically accurate procedural or informational documentation, adhering to content development standards and style guides.
- Participated in the needs assessment, design, and development of programme.
- Read and analyze material from textbooks, online sources and combine this with your subject knowledge to create intelligent courseware based on project requirements. ☑
- Created plagiarism free content.
- Assisted with the planning, development, implementation, and revision of curriculum in keeping with best practices.
- Proof read content for various subjects on Event Management, Media Management, Fashion, Sport Management, Business Management and other courses for Undergraduate & Postgraduate students .

Academic Head & English Lecturer

- Provided well outlined & methodical theory classes along with practical sessions that provide hands on training to the students, planning and organizing in such a way that theory and practical classes go hand in hand.
- Planned practical sessions in such a way that students get opportunity to use and practice their lessons adequately and individually whenever possible and thereby improving the grammatical skills
- Devised & updating course content and managing classroom coverage of assigned subjects as per academic curriculum to students while preparing Academic Reports
- Prepared and administered examinations, grading them, providing feedback to the students and managing class & carrying out supervisory tasks in accordance with the institute policies and procedures
- Writing and implementing schemes of work and identifying content from various resources to create effective study material regarding Robomate+TAT for students
- Designed and implementing all related curriculum and course materials for students and organizing and facilitating the delivery of curriculum and other educational programming
- Coordinated in facilities usage as appropriate to curriculum requirements and developing curricular manuals
- Facilitating within available resources, the development of those research, consultancy and scholarly activities which will enhance the academic reputation of the department and contribute to the personal development of academic staff
- Developing a learning culture and ethos, providing educational vision and direction ensuring effective teaching, successful learning and achievement by students
- Overseeing behavior and attainment across the academy, educational visits and trips while implementing virtual learning environment
- Monitoring staff performance, departmental reviews, exclusion panels, liaising with Inclusion Faculty to support students with SEN (special educational needs) and supporting LAC (looked after children)
- Accomplishing overall responsibility of a devoted educator covering professional development while assess students and conduct staff meetings for their development
- Implementing strategic plan and annual improvement plans underpinned by sound financial planning, management and organization to secure the whole tutorial improvement

Inspirus Education
Counselor/Trainer

July 2018--September 2018

- Following up of leads for sales
- Emailing students for respective seminars
- Taking IELTS training sessions
- Assisting team for seminars & demo sessions held in colleges
- Promotional activities such as posting banners & other activities

IMS Learning Resources Pvt Ltd
Academic Development Specialist – General Knowledge

Feb 2017- Dec 2017

- Preparation of GK quizzes which go live on every weekly & fortnightly basis for both BBA & Law
- Taking care of GK content for BBA & Law such as Gquest & CA Snippets
- Preparing respective mock tests for BBA & law & review the content once finalized from DTP

- Solve students query on portal MyIMS as well as telephonically
- Coordinating & followup of Leads on SRM
- Assisting in day to day operations activities

MAHESH TUTORIAL
Academic Head

2016-2017

- Facilitating within available resources, the development of those research, consultancy and scholarly activities which will enhance the academic reputation of the department and contribute to the personal development of academic staff
- Developing a learning culture and ethos, providing educational vision and direction ensuring effective teaching, successful learning and achievement by students
- Overseeing behavior and attainment across the academy, educational visits and trips while implementing virtual learning environment
- Monitoring staff performance, departmental reviews, exclusion panels, liaising with Inclusion Faculty to support students with SEN (special educational needs) and supporting LAC (looked after children)
- Accomplishing overall responsibility of a devoted educator covering professional development while assess students and conduct staff meetings for their development
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Associate – Business Strategy Team

- Responsible for handling Business Strategy
- Marketing for Robomate + in schools
- Conducting academic seminars with parents for admission procedure
- To analyse and evaluate internal business plans
- To maintain relations with existing clients
- Forecasting models and scenario analysis, examine strategic performance, spot emerging market opportunities, identify business threats, look for novel strategic solutions, and develop creative action plans.
- Responsible for development of business internally and externally.

MT EDUCARE LTD
English Professor

2014 – 2017

- Provided well outlined & methodical theory classes along with practical sessions that provide hands on training to the students, planning and organizing in such a way that theory and practical classes go hand in hand.
- Planned practical sessions in such a way that students get opportunity to use and practice their lessons adequately and individually whenever possible and thereby improving the grammatical skills
- Devised & updating course content and managing classroom coverage of assigned subjects as per academic curriculum to students while preparing Academic Reports

- Prepared and administered examinations, grading them, providing feedback to the students and managing class & carrying out supervisory tasks in accordance with the institute policies and procedures
- Writing and implementing schemes of work and identifying content from various resources to create effective study material regarding Robomate+TAT for students
- Designed and implementing all related curriculum and course materials for students and organizing and facilitating the delivery of curriculum and other educational programming
- Coordinated in facilities usage as appropriate to curriculum requirements and developing curricular manuals
- Teaching students about Robomate+TAT and their specifications in research and writing also made them aware of their features

KGK CREATIONS PVT LTD
Junior Executive

NOV 2013 – JUN 2014

- Accountable for planning, directing & controlling all vessel activities to ensure that all scheduled targets and standards are achieved within time and allocated budget
- Managed Receipt, handling documents related to customs, handling export and import procedure besides carrying activities of the shipping department

TITAN EYE PLUS
Temporary staff – Sales Promoter (Internship)

DEC 2012 – JAN 2013

- Developed efficient operation systems by establishing quantities, requisitioning orders, managing channels, processing sales and deliveries for quick turnaround of stock and prudent inventory management
- Played vital role in assisting and managing the team and solving customer issues concerning to Titan production and delivery
- Contributed significantly in, managing queries, preparing reports, providing solution to customer in order to retain and for repeat business
- Responsible for understanding specific customer needs and offering befitting services to win their delight

PATEL CAFE
Customer Service & Finance (Self Employed)

DEC 2004 – JAN 2006

- Enhanced operational efficiency, analyzed customer needs, accordingly providing customized products and suggestions for referral and repeated business
- Established credibility in creating relationships with major customers coupled and managed customer centric operations ensuring customer satisfaction by achieving delivery and service quality norms
- Maintained high service standards & practices and exercised quality control in all areas of operations, raised systems & operations to peak performance levels through creative, hands-on leadership

WORKSHOPS AND INDUSTRIAL VISITS

- Industrial Visits to Donear Suiting and Shirting, NTPC & BATLIBOI in Surat on 20th & 21st July 2013 respectively arranged by Welingkar Institute of Management

- Attended a workshop Spiritual visit at Kaivaly dham on 26th, 27th & 28th July 2013 respectively arranged by Welingkar Institute of Management regarding Stress Management
 - Attended workshops on creativity and mind relaxation conducted at Welingkar Institute of Management.
 - Participated in a workshop conducted by Welingkar Institute of Management on Kaizen and Lean Manufacturing
 - Attended one-day Industrial Visit at Khopoli in companies like ACCIL & Parle
 - Attended workshops on Networking Skills, Business simulation Creative analysis & Impact full presentations held at Welingkar Institute of Management
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IT SKILLS

- MS Office (Word, PowerPoint & Excel)
 - Sound Knowledge of Internet & E-mail
 - Written Blogs on social & humorous topics
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EDUCATION

- **Post-Graduate Diploma in Business Administration**, Welingkar Institute of Management, Mumbai, 2014
 - **Advanced Diploma in Business Administration**, Welingkar Institute of Management, Mumbai, 2013
 - **Bachelor of Commerce**, BJB College, Pune, 2012
 - **Post Graduate Diploma in TESOL/TEFL with Specialization in Young Learners & Business English Teacher Training Program** course from Asian College of Teachers.
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Languages known: English, Hindi, Sindhi, Gujarati & Marathi

DOB: 6th April 1991