

# Siraj Bagtharia

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## OBJECTIVE:

“To excel intellectually and strive hard for the development of Self, Organization, its stakeholders and Society by providing quality services”

## • ACADEMICS:

Degree	Board/Uni	Year	Medium	Stream/Subjects	Obtained
PGDCA	Narsinh Mehta University Junagadh	2017	English	Computer Apps	61%
PGDHRM	IGNOU	2012	English	HR	60%
B.B.A.	Saurashtra University, Rajkot	2001	English	Mktg. Mgmt. Mgmt. A/c	57 %
H.S.C	GSEB	1998	Gujarati	Commerce	79 %
S.S.C.	GSEB	1996	Gujarati	NA	59 %

## ✓ WORK EXPERIENCE

COMPANY	DESIGNATION	FIELD	DURATION	STATUS
<b>ICA EDU SKILLS PVT. LTD.</b> <b>PMKK JAMNAGAR</b>	CENTRE MANAGER (OPERATIONS)	EDUCATION, SKILL DEVELOPMENT	FEB 2018 ONWARDS	FULL TIME
<b>EDUSPARK EDUCATIONAL SERVICES</b>	CONSULTANT/FOUNDER	EDUCATION	MAY 2015-JUNE 2017	INDEPENDENT CONSULTANT
<b>AGA KHAN EDUCATION SERVICE, INDIA</b>	REGIONAL COORDINATOR (EDUCATION SUPPORT SERVICES)	EDUCATION	FROM APRIL 2004 TO APRIL 2015 (11 YEARS)	FULL TIME

## ✓ JOB PROFILE

### ICA Edu Skills Pvt Ltd. Jamnagar

#### **Centre Manager (Feb 2018 onwards)**

Coordinating & managing all Centre operations:

- Business Development
- HR - PR : Client Interaction
- Admissions & Training
- Deliver Soft Skills Sessions
- Quality Assurance: Academic & Managerial
- Administration and Internal Operations.
- Ensuring Placements of Trained candidates.
- Image Building and Brand Promotion.

### EduSpark Educational Services

#### **Consultant/Founder (May 2015 – June 2017)**

Coordinating & Managing all operations related to Educational Services mentioned below:

- Study Abroad (Counseling, Student VISA)
- Career Counseling & Aptitude Testing
- IELTS & English Language Coaching
- Job Placement
- Distance Education
- Personality Development

### Aga Khan Education Service, India – Rajkot & Junagadh

#### **Regional Co-ordinator, Education Support Services - Southern Saurashtra (2004 – 2015)**

- ↻ Managing Administration and Human Resources at Regional level  
Support volunteers Network within the region to provide quality education to community children.
- ↻ Educational Programs, Trainings for Volunteers, Meetings and coordination of all the activities.
- ↻ Liaise with community- Non community Institutes, persons and other AKES, I department to facilitate the induction of quality inputs into the activities.
- ↻ Performance Appraisal of Subordinate.
- ↻ Follow up & consolidate the data and reporting the same.
- ↻ Assist in Appointment procedure (Recruitment & Selection) of Volunteers (HR).
- ↻ Assist in Preparing the Program Budget.
- ↻ Assist in Designing & Conducting Educational Programs for students.
- ↻ Identify the need of the field and suggest programs for the same.

#### **Programs Co-ordinated and Facilitated:**

1. Seminar on Study Abroad for college Students.
2. Career Planning and Life Skills Seminars.
3. Self Development Seminars/Programs.
4. Induction/Orientation and Training for Volunteer Manpower.

**Areas of my Interest (Strengths):**

- ➔ Co-ordination & Administration.
- ➔ Motivation & Training.
- ➔ Public Relations.
- ➔ Customer Care.
- ➔ Human Resource Development/Management
- ➔ Education/Teaching
- ➔ Communication/ Social Media Marketing
- ➔ Management & Counseling.

**Current & Preferred work Location : Jamnagar (Gujarat)**

**PERSONAL INFORMATION**

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- ❑ Full Name : Siraj Barkatali Bagtharia.
- ❑ Date of Birth : 18<sup>th</sup> March, 1981
- ❑ Marital Status : Married
- ❑ Gender : Male
- ❑ Nationality : Indian
- ❑ Languages Known : English, Hindi & Gujarati
- ❑ Interests/Hobbies : Movies, watching informative prog. on TV ,  
Surfing Internet for new information.

**Contact Details**

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**Thank you,**

**Siraj B. Bagtharia**