

Brijendra Singh

Residence : 201, Type-IV Flats
Dr Shakuntala Misra National Rehabilitation University
Mohaan, Lucknow-226 017, Govt of Uttar Pradesh
Cell : +91 9451425331
E-mail : brij1168@rediffmail.com

❖ Career Summation/Achievements

More than two decades of experience in the arena of Educational Administration. Currently, working as Assistant Registrar in Dr Shakuntala Misra National Rehabilitation University, Lucknow for persons with special needs in an inclusive mode of education in a University set-up by the Govt. of Uttar Pradesh in 2009. Worked as Registrar I/C in Dr Shakuntala Misra National Rehabilitation University, Lucknow from July' 2015 to March' 2016.

Attended Program on Strategic Management at IIM, Lucknow in Jan' 2008. Annual Performance Appraisal Reports rated as "Excellent" since 2009-10. Public Information Officer of the University from 2009 to 2017, Deputy Controller/Controller of Examinations of the University from 2009 to 2019, Coordinator-IGNOU, New Delhi Study Centre in the University, Experience of establishing a State Govt University from the Inception Stage. Appreciation-Letters for effectiveness and efficiency in the assigned tasks, Nodal Officer/ Liaison Officer for dealing with Apex Bodies of the State as well as the Govt of India and Exposure of working under Principal Secretaries of the Government of Uttar Pradesh etc.

Gained rich experience by having worked in renowned and professionally managed organization/s. The result has been purposeful and rewarding thereby instilling the confidence to implement organizational objectives independently and achieve the goals.

❖ Core Competencies

- Analytical power and conceptual-skills
- Diplomatic and ability to think and see big picture
- Can accept and adapt to the change pro-actively
- Communication-skills and outsourcing
- Charismatic personality, well-organized and task-oriented
- Attention to the details and process compliant
- Ability to deal with ambiguity
- Conference, workshop and symposiums
- Can work both independently as well as part of the team
- Excellent inter-personal and man-management skills

❖ Career Profile

Name of the Organization: Dr.Shakuntala Misra National Rehabilitation University, Lucknow
Govt of Uttar Pradesh
Designation: Assistant Registrar (Since Sept' 2009) Pay Level-8,GP Rs 4,800

Name of the Organization: Amity University, Uttar Pradesh, India
Designation: Lecturer/Sr.Lecturer & Deputy Dean-Student Welfare (July' 2006 to Sept' 2009)

Prior experience of 06 years approx in an Educational Organization (Pvt) in a responsible capacity.

❖ Job Responsibility

- Personnel, academics, examinations, establishment, convocations, purchase and general administration
- Committee work dealing with various bodies viz General Council, Academic Council, Executive Council and Finance Committee
- Involved in planning, organizing, staffing, directing and controlling activities
- Outsourcing of the general/specialized services and administrative arrangements for the training courses, placements, workshops, seminars and conferences
- Any other function assigned from time to time

❖ Professional Background

Master of Business Administration from Kanpur University, Kanpur (1997-99), 69%
Specialization : Major - Marketing Management and Minor - Finance Management

❖ Educational Background

Bachelor of Science from Panjab University, Chandigarh
Intermediate from Military School, Bangalore
High School from Military School, Bangalore

❖ Personal Details

Father's Name	:	Mr Rajendra Singh
Permanent Address	:	1168, W - 2, Basant Vihar, Hameerpur Road Kanpur-208 021
Date of Birth / Marital Status	:	10th April' 1975 / Married
Interests	:	Organizational Building and Event-Management

❖ Reference

Shri RK Sinha
Finance Controller (Retd)
B-1/19, Sector: D-1, LDA Colony
Kanpur Road, Lucknow-226 012 (Uttar Pradesh)
Mob. 96169 43708
jar2058@yahoo.co.in