



Aboobacker Sidheeque

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Permanent Address -

Thattariparambil House
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Areekode
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0 95 44 5555 11

Present Address -

Thattariparambil House
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CAREER OBJECTIVE:

To utilize the best of my talents and abilities, the sharpened edge of my wits in the making of an innovative educational as well as professional arena and also actualize the aim of my knowledge of leadership perfecting it through the use of it in the right context required. Mine is an interest to endeavour in close proximity with the organizational desires to set a spectacular display of successful changes.

WORK EXPERIENCE:

- ☞ Working as the HR Manager of Edapt Learning Technologies, Malappuram, Kerala
- ☞ 3 year experience as the HR Manager of Eranad Knowledge City, Manjeri, Kerala.
- ☞ 1 Year Experience as Administrative Officer of Shihab Thangal International School, Pakara, Tirur
- ☞ 2 Year experience as Human Resource Coordinator at BenchMark International School, Tirur, Kerala.

Key Responsibilities

- Developing and implementing HR strategies
- Preparing HR plan of the school & College for a year.
- Managing the recruitment and selection process
- Ensure appropriate communication at all staff levels
- Providing need-based training to all staff.
- Leave Management and Payroll Management of Employees
- Preparing performance management and improvement systems
- Monitoring the performance of teachers and preparing training and developmental activities on need basis.

- Providing guidance and consultation to teachers in the areas of professional development.
 - Inculcating life skill based and value based educational practices.
 - Coordinate the academic programs and activities for children
- ☞ 14 Months experience as Project Director of **YES India**, a voluntary movement based on Calicut, working for the empowerment of education and self-development among student.
- ☞ 10 months experience as Project Coordinator of **YES India**, a voluntary movement based on Calicut, working for the empowerment of education and self-development among students.

Key Responsibilities

- Designing new projects and programs for the development of student community.
 - Organizing workshops, camps, symposiums etc. for student community where necessary.
 - Introduce various innovative channels for easing communication with student community.
 - Manage and coordinate the activities of project coordinators.
 - Conduct timely training and development programs for employees as well as resource persons
 - Guide student community about various higher education and research opportunities available and prepare them for various entrance examinations.
- ☞ 6 Months experience as program coordinator of Rashtriya Swasthya Bhima Yojana (RSBY) project, Ministry of Labour and Employment, Government of India in 2 districts of Kerala.

Key Achievements

- Introduced various skill-based activities for the children to develop various skills.
- Introduced various e-services for reducing the work load of teacher in school.
- Designed a project called '*Inspire to SaYes*' which got implemented in more than 150 higher secondary schools in 5 districts of Kerala.
- Designed online and printed newsletters for student community.
- Attended various seminars and camps which helps in various aspect of our life.

EDUCATION AND SKILLS:

- ☞ **MBA** (Human Resource Management) From Pondicherry University.
- ☞ **M.A Education** from Azim Premji University Bangalore.
- ☞ **M.Com** from Bharatiar University, Coimbatore
- ☞ **Post Graduate Diploma in Computer Application** from RUTRONIX Kerala
- ☞ **Bachelor of Commerce** degree in the year 2010 from Calicut University, Kerala, India.
- ☞ Passed **Higher Secondary School** with Distinction in the year 2007 from Govt. Higher Secondary School Areekode, Kerala - India.
- ☞ Passed **Secondary School** in the year 2005 from Govt. Higher Secondary School Kuzhimanna, Kerala

STRENGTHS AND SKILLS

- ☞ Good in Problem Solving
- ☞ Passionate in Handling Human Resources
- ☞ Good in HRIS and Operations
- ☞ Good interpersonal and communication skills.
- ☞ Passionate in exploring new trends in technology and Office tools.
- ☞ Curious and very quick to learn more from experiences.
- ☞ Very flexible and able to adapt quickly to a changing and fast-paced environment.
- ☞ Self-motivated.

Computer Skill

- ☞ Operating Systems - M.S Windows, Linux, Ubuntu, Mac
- ☞ Packages - MS Office, Tally, Adobe, Corel
- ☞ Good in internet and social networks

PERSONAL DETAILS:

Age & Date of Birth : 31, 14th March 1989
Sex : Male
Marital Status : Married
Nationality : Indian
Passport Number : K1882580
Expiry Date : 03/11/2021

Languages Known

English, Malayalam (Read, Write, Speak)

Arabic, Hindi (Read & Write)

REFERENCE:

Mr. Umer Abdussalam

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Mr. Shanavas AP

(Administrative Officer - BenchMark International School, Tirur)

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I, hereby declare that all the information given above are true and correct with the best of my knowledge and I bear the responsibility of the above-mentioned particulars.

ABOBACKER SIDHEEQE

Date: 30/01/2021

Place: Areekode