



# MUKESH KALITA

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**AGE: 30**

**NATIONALITY: INDIAN**

**DOMICILE: ASSAM**

Address: House NO- 12, Garo Ghuli Path,  
Nizarapar, Paschim Boragaon, Guwahati. Assam.

## Objective:

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**To PURSUE** a meaningful career in public education and continuing the legacy of the teachers and institutions I have been part of.

**To ACHIEVE** personal growth while adding to the growth, well being and holistic development of the people and institutions I serve.

**To BUILD** a legacy of my own on the triple foundations of Skills, Ethics and Work.

## Skills

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### IT SKILLS:

- Microsoft Office Suit (Word, Excel, PPT)
- Adobe Acrobat
- Skype/Zoom/Meet
- Chrome, Edge
- Practical ICT for Classroom Usage

### COMMUNICATION SKILLS:

Proficient in English, Hindi and Assamese.  
Working Knowledge of Bengali and Nagamese.

### Job Specific Skills:

- UGC-NET Qualified.
- Wide experience in organizing and hosting seminars/workshops and Student Admission cum Counselling drives
- Organizing Faculty recruitment drives
- Efficient and timely completion of course
- Student engagement and mentorship
- Wide experience in Online Class Delivery
- Proficient in ICT usage

### SOFT SKILLS:

- Focused approach to problems
- Mindful approach to work
- Ability to bring in useful knowledge from diversified sources
- Resourcefulness
- Interpersonal skills associated with workplace

## Work Experience

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**RESEARCH ASSISTANT - Department of Humanities and Social Sciences, Indian Institute of Technology (Guwahati).**

- Research Assistant under Professor Sambit Malik for ICSSR funded project on the Socio-Technological Aspect of the Handloom Industry in Assam.

**FACULTY OF HISTORY - Nationale Institute for Civil Services Examination/Smartcoach India; Assam, Nagaland and New Delhi. July, 2018 -June 2020.**

- Served as **faculty** for three integrated coaching centres ranged across **Guwahati, Dimapur and Kohima.**
- Maintained high success rate of selection of students into Government Services viz. **APSC, NPSC, AJS, Etc.**
- Efficient and Timely completion of coursework.
- **Remarkable student engagement through mentorship and guidance.**
- Dedicated and innovative approach with the efficient use of **ICT, Home Assignments, Surprise Tests and Continuous Classroom Evaluation.**
- Wide **experience in delivering online classes through Recorded Course Videos, Live Streaming as well as Documentary Style Videos on Indian History.** (Videos available on Youtube, detailed hyperlinks attached below)

**ACADEMIC REGISTRAR/MANAGER COMMUNICATIONS- Nationale Institute for Civil Services Examination/Smartcoach India; Assam, Nagaland and New Delhi. 2019 -June 2020.**

- **Experienced in online app and website based educational services** with one of the pioneering **EduTech** Companies of Guwahati.
- **Organized and conducted student seminars/workshops** at **Nagaland, Arunachal Pradesh** and **Guwahati** with exceptional student participation.
- Development of **Internal communication model and reporting hierarchy** for smooth administrative functioning.
- **Assisted in development of Online Classroom Model and Procedures during first wave of Covid-19 Pandemic**
- Served as an **organizer** and **selection panellist in Faculty and Service staff recruitment drives including service terms negotiation.**
- **Managed, Supervised and Developed course-curriculum models** for efficient and timely course work delivery in classrooms.
- Daily and Monthly **roster management** and **Teacher assignment allocation** to centers across North East India.
- Managed **task assignment of teachers as well as academic staff** in addition to daily report gathering and analysis.
- Supervised development and delivery of **Classroom Reading Materials.**
- **Handling of external communications including student feedback..**

## Education

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### UGC-NET (HISTORY) QUALIFIED.

- June, 2019
- December, 2019

### POST GRADUATE DEGREE IN HISTORY - Department of Humanities and Social Sciences, **University of Delhi**. 2012-2014.

- Specialization: Modern Indian History
- Aggregate Percentage: 60.62

### UNDER GRADUATE DEGREE IN HISTORY - Kirori Mal College, **University of Delhi**. 2009-2012.

- Aggregate Percentage: 59.36

### HIGHER SECONDARY SCHOOL LEAVING EXAMINATION - **St. Edmund's College, Shillong**. 2007-2009

- Aggregate Percentage: 82.2
- Secured 2<sup>nd</sup> Rank Overall in State (Meghalaya Board of Secondary Education)

### SECONDARY SCHOOL LEAVING EXAMINATION - **Nichols High School**, Guwahati. 2007

- Aggregate Percentage: 69.33 (Secondary Education Board of Assam)

## Awards and Recognition

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- Anundaram Baruah Award, 2007 (Assam Govt Scheme for students with 10<sup>th</sup> certificate).
- Governor's Award for Humanitarian Services as a member of the Junior Red Cross.
- Letter of Commendation from Shri W. Khylllep, Director of Higher and Technical Education, Meghalaya on achieving 2<sup>nd</sup> Position in HSSLC examination conducted by MBOSE.

## Online Work Hyperlinks

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- Assorted Video Links:
    - <https://www.youtube.com/watch?v=tTI3GyEIS4&t=22s>
    - <https://www.youtube.com/watch?v=S24mBXHsCMQ&t=42s>
    - <https://www.youtube.com/watch?v=KOqW-B5vXV8>
    - <https://www.youtube.com/watch?v=rpOcQYqbMr8&t=14s>
    - <https://www.youtube.com/watch?v=Rqto2DKYaUk>
    - <https://www.youtube.com/watch?v=96xgTQ2SPHg>
    - [https://www.youtube.com/watch?v=5DGKkpjd6\\_Y](https://www.youtube.com/watch?v=5DGKkpjd6_Y)
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