

**R. ARUL JOSEPH RAJ**  
**LA, MA (PMIR), PGDCA, B.Ph.**

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## OBJECTIVE

*“Serve as a lead expert resource for Soft Skills, Technical, QMS, Strategic Business Initiatives, Workforce Development and Analytics and Language Trainer”.*

## EDUCATIONAL QUALIFICATION

Examination Passed	Institution	Year	Average	
<b>DEGREES</b>				
M.A.PY	Master of Philosophy	IGNOU Control No:1923232870P Session:Jul-2019	2019 – 2020 (Present)	
M.A. (PMIR)	Master of Arts in Personnel Management and Industrial Relations.	St. Joseph’s College, Trichy.	2008	74.52 %
B.A.	Bachelor of Arts in Philosophy	Arul Anandar College, Karumathur.	2006	67.59 %
<b>TECHNICAL</b>				
PGDCA	Post Graduate Diploma in Computer Application	Nanosys Technologies (P) Ltd, Trichy	2010	Grade A
L.A.	ISO QMS / Lead Auditor	Quest International Certification	2009	Grade A+
<b>CERTIFICATES</b>				
RASCI	Self-employed Retailer / Individual Sales Professional	National Skills Qualification Framework Level - 4	May 2019	Grade A
Insure Nearby	Life and Non-life Insurance for POS Training Certificate	We Care	May 2019	-
<b>SCHOOL</b>				
HSC	Tamilnadu State Board	RC Higher Secondary School, Trichy	2001	68.08 %
SSLC	Tamilnadu State Board	Punitha Arockia Annai High School, Keeranur	1999	69 %

## TEACHING & PROFESSIONAL EXPERIENCE

### 👉 ASSISTANT PROFESSOR in Colleges

1. Worked as Assistant Professor in the **Department of Human Resource Management, St. Joseph’s College (Autonomous)**, Tiruchirappalli between June 2018 and April 2019.

2. Worked as External Faculty in the **Department of Business Administration, Annai Vailankanni Arts and Science College**, Thanjavur for **1<sup>st</sup> MBA** Students between November 2017 and April 2018.
3. Worked as External Faculty in **Karpagavinayaga Institute of Management**, Pudukkottai (Affiliated with Anna University) for **MBA** Students between July 2015 and April 2018.
4. Worked as External Faculty in the **Department of Business Administration, JJ College of Arts and Science**, Pudukkottai for **MBA** Students between June 2014 and April 2017.
5. Worked as External Faculty as English Language Trainer in **Royal Polytechnic College**, Kulathur, Pudukkottai between July 2013 and March 2014.

☞ **CONSTITUTION, GENERAL STUDIES & LANGUAGE TRAINER in IAS Academies from 2014 to 2018**

- a) NATRAJ Institute of TNPSC, Anna Nagar, Chennai
- b) Sankar IAS Academy, 14<sup>th</sup> Cross, Anna Nagar, Chennai.
- c) Aatchi Tamil IAS Academy, Chromepet, Chennai.

☞ **SOFT SKILLS TRAINER in Schools at BERTINA SCHOOL OF ENGLISH from 2012 to 2018.**

**Teachers Training**

- Helped Matriculation and CBSC schools' teachers of Pudukkottai to develop their Soft & Language skills between 2016 and 2018.
- Prepared course curriculum for the college students to make them get success in their interviews and presentations between 2015 and 2018.
- Conducted "**English Language Fluency**" certificate Training to the teachers in Aranthangi during 2013 – 2017.
- Conducted "**Stress Relief Training, Fear Gratis and Persona Progress Preparation**" to the prisoners between June 2011 and April 2012.
- Conducted a series of Training Programmes on "**Life Skills Education, Self-Management, Understanding oneself and others, Counseling, Transactional analysis, and Personality development**" for the staffs of STMHSS, Karur, during the academic year 2010-2011.

- Conducted “*International Quality Management Auditor Certified Training to engineers, managers, executives and students*” at Nallayan Hall. Trichy, in the month of May 2009.

### **School Programme**

- ✎ Done Soft Skills training to the staff of M/s Mahathma Nursery and Primary School, Kottaiyur, Sivahangai District for three years.
- ✎ Done Soft Skills training to the staff of M/s MSA Nursery and Primary School, Keelakurichi, Pudukkottai District for a year.
- ✎ Done Language Programme to M/s Sri KalaimagalVidhyalaya Matric Hr. Sec. School, Pudhuvayal, Sivagangai District for two years.
- ✎ Done Language Programme to M/s St. John Matric Hr. Sec. School, Aranthangi, Pudukkottai District for two years.
- ✎ Done Language Programme to M/s Sri Jegadeeswara Matric Hr. Sec. School, Manamelkudi, Pudukkottai District for a year.
- ✎ Done Language Programme to M/s Victory Matric Hr. Sec. School, Chinnalapatti, Dindugul District for a year.
- ✎ Done Language Programme to M/s Sastha Matriculation School, Keelanilaikottai, Pudukkottai District for a year.
- ✎ Done Language Programme to M/s ADR Matric Hr. Sec. School, Kaikurichi, Pudukkottai District for six months.
- ✎ Done Language Programme to M/s New Sangeeth Matric Hr. Sec. School, Mimisal, Pudukkottai District for three months.
- ✎ Done Language Programme to M/s Mahathma Nursery & Primary School, Manamelkudi, Pudukkottai district for two years.
- ✎ Done Language Programme to M/s BharathiVidhyalaya Nursery & Primary School, Thuvarankurichi, Thanjavur District for two years.
- ✎ Done Language Programme to M/s Suguraj Nursery & Primary School, Avanathankottai, Pudukkottai District for a year.
- ✎ Done Language Programme to M/s Annai Nursery & Primary School, Keeranur, Pudukkottai District for six months.
- ✎ Done Language Programme to M/s Kalimagal Nursery & Primary School, Machuvadi, Pudukkottai District for six months.

- ☞ **WORKED as PRINCIPAL at SWATE COMMUNITY COLLEGE, Veerarakkiam between June 2009 and August 2011 and played the role of COORDINATOR of COMMUNITY EDUCATION at Special Prison for Woman, Trichy and Central Prison, Trichy from May 2010 to May 2012.**

#### **Principal**

- Prepared a project to start the community college
- Designed and executed required norms and fulfillment of Tamil Nadu Open University.
- Recruited staff for the respective departments.
- Marketed system of community education on the basis of survey done around the college.

#### **Coordinator**

- Conducted two professional training programme for the prisoners of Special Prison for Women, Trichy.
- Conducted soft skills training and orientation programme and issued certificates for the prisoners of Central Prison, Trichy.

- ☞ **WORKED as HR EXECUTIVE at VPK RUBBER CORPORATION, Chennai from June 2008 to March 2010.**

#### **Implementation of ISO 9001 : 2008**

- ✓ Playing the role of Internal Auditor.
- ✓ Conducted and Prepared Management Review Minutes, Quality Manual & Checklist for audit.
- ✓ Prepared necessary documents and records for the departments of HR, Marketing, Production, Purchase, Sales, Store, and Calibration etc.
- ✓ Identified and selected the suitable person to perform and complete the task as per the requirement.

#### **Training**

- ✓ Conducted an in-depth analysis of the problem by performing a Needs Assessment in using Organizational / Task / Person Analysis.
- ✓ Conducted ISO Training & Soft Skills Training to the staff.
- ✓ Counseling and guidance cell – provide support to Manager in case of disciplinary issues.

- ✓ Coordinated orientations and exit interviews for part-time and temporary employees.

### SEMINARS / CONFERENCES / PRESENTED PAPERS

Level	Title of Paper	Place	Year
ICSSR Sponsored National Seminar	Globalization and People Management: Battle Between Fairness and Efficiency	PG & Research Department of HRM, St. Joseph's College (Autonomous), Trichy - 2	2018
International	The Development of Community Education	Indian Centre for Research Development and Community Education	2012
India	ICR Training, Psychological and ISO Standards Services	Limras Consultancy, Thanjavur	2012
Project	Performance Appraisal System	Central Workshop, Southern Railways, Golden Rock, Tiruchirapalli	2008
PG & Research Scholars Seminar	Process of Dehumanization	Department of Philosophy, Arul Anandar College, Karumathur, Madurai	2005

### ORIENTATION / REFRESHER / TRAINING ATTENDED & GIVEN

Level	Title of the Orientation/ Refresher/Trainings	Place	Year
Married Women	NABARD Women's Empowerment Training	AREDS Trust, Renganathapuram, Karur.	2011
India and PNG	Twenty Sixth Teachers Training Programme for the Community Colleges in India and Papua New Guinea (PNG)	St. Thomas International Centre, Chennai, India	2011
South India	Exploring Theoretical and Philosophical Grounds for subaltern-Dalit studies and perspectives	Arul Anadar College, Karumathur	2005
College	Environmental Aesthetics	Arul Anadar College, Karumathur	2005
State	Tsunami Relief and Rehabilitation Project	Through Arul Anadar College, Karumathur	2004

### NUMBER OF PUBLICATIONS

Level	Title	Category	Publisher	Year	Total Pgs. / Hrs.
Schools & College	Tutelage	Book	BSE Publication	2014	165 Pgs.
College & School	The Power of Language	Book	Vprinters RC. C5/18248/04	Feb-2011	215 Pgs.
School	WLA-2011	CD	BSE Publication	Apr-2011	8 Hrs.

## **PERSONAL DETAILS**

Date of Birth : 22.06.1984 (Age: 35)  
Sex : Male  
Religion : Christian  
Status : Married  
Nationality : Indian  
Language Known : English & Tamil  
Spouse's Name : J. Arockiamary, M.Sc., B.Ed.  
Her Profession : Teacher  
Father's Name : A. Rayappan  
His Occupation : Farmer  
Permanent Address : 325, T. Melappatty,  
Thirumalarirayapuram Post,  
Kulathur Taluk,  
Pudukottai District, Pin – 622504  
TN, INDIA.  
Computer Knowledge : Corel Draw, Photoshop, MS Office,  
Network, Internet Access, Hardware &  
Software Installation.

## **DECLARATION**

I hereby declare that the information furnished above is true to my knowledge and belief.

**Yours in Christ,**

**R. Arul Joseph Raj**