

Mr. SUAD ANJUM MAHEVI MOHAMMED RASHID

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Profile Overview

- ◆ Offering **11 years** of experience in Teaching and Training students with **7 year** experience as College Exam Officer
- ◆ **Associated with Mansoor Engineering College, Nashik (MMANTC) as Asst. Professor – Civil & Structural Engineering.**
- ◆ A keen planner & implementer with experience in executing teaching & administrative operations along with education standards in the college.
- ◆ Dedicated & self-motivated teacher with proficiency in teaching and training technical and engineering subjects to the university students.
- ◆ Proven abilities in creating and conducting various Training Programs/ Presentations/ Workshops/ Seminars on different engineering topics.
- ◆ Result oriented professional with strong leadership, interpersonal and people management skills.
- ◆ An excellent communicator with demonstrated skills in developing Curriculum & Content to accommodate different learning styles & maximizing students' comprehension.
- ◆ Proven abilities as a College Exam Officer, conducting university and board exam of graduate and undergraduate students.

Technical Exposure

AutoCAD	MSCIT	MS Office
Structural Design & Drawing	Engineering Mechanics	Geotechnical Engineering
Foundation Engineering	Building Technology and Material	Construction Management

Skill Set

Teaching	Technical Operations	Civil & Structural Engineering
General Administration	Student Orientation	Subject Matter Expert
Exam Co-ordination	Result Management	Documentation\Reporting

Career History

July 2013 – Till Date	Mansoor Engineering College, Nashik (MMANTC)
	Asst. Professor – Civil & Structural Engineering
	College representative to University (CEO)

Key Deliverables as Assistant Professor and Exam Controller:

- ◆ Recognizing, respecting & nurturing the creative potential of each student; responding to the queries in a spontaneous manner; assessing students' work for internally assessed components of qualifications and conducting exams through different tests and University level all exams.
- ◆ Organizing & developing, or obtaining, training procedure manuals, guides & course materials such as hand-outs and visual materials; also writing research papers, review papers and articles for various national journals
- ◆ Providing academic advisement to students including assistance with thesis and dissertation development
- ◆ Designing various research proposals; research methodologies; preface, abstract & synopsis along with writing chapters for books
- ◆ Acquiring materials and equipment necessary to complete the studies; also organizing & developing, or obtaining, training procedure manuals, guides & course materials such as hand-outs and visual materials
- ◆ Evaluating student progress in the instructional program by means that include the maintaining of up-to-date student data

- ◆ Writing course materials viz. syllabi, homework assignments and handouts; also guiding students in using technology to support educational research
- ◆ Orienting & assisting new staff / students; providing opportunities for their input in the university's program
- ◆ Coordinating with the faculty members for altering the prevailing courses / curriculum / syllabus
- ◆ Evaluating student progress in university as well as board exam
- ◆ Designing various methods of conducting exams of all students like exam on Google form through quiz etc.
- ◆ **Making all faculties exam IDs on university website. Allotment of Supervisors in the different block**
- ◆ **Allotment of External and internal examiner for exam.**
- ◆ **Appointed as external examiner in various colleges of Universities**
- ◆ **Students' marks updating on university profile.**
- ◆ **Creating student's exam form, their submissions and solving all exam form related queries.**
- ◆ **Conducting various online exams as per university norms.**
- ◆ **Online Proctoring of students while they are giving exams.**
- ◆ **Maintaining all registers for staff incoming and outgoing in exam control room.**
- ◆ **Maintaining answer sheets, question paper, graph papers, drawing sheets carefully in exam control room with its complete record with security.**
- ◆ **Preparing and submitting remuneration of each and every heads of exams as per university and Board norms.**
- ◆ **Issuing various circulars, notices for the exam on time.**
- ◆ **Solving different issues of students related with university like change in name, miss printing on mark sheets etc.**

Education

2017: M. E. with specialization in Structure from JES, SND College of Engineering & RC, Yeola, Nashik with **7.02 CGPA**

2013: B. E. in Civil Engineering from GCOE, Nagaon, Dhule affiliated to North Maharashtra University with **63.46%**

2008: HSC. The Malegaon High School (Nasik Board, Maharashtra), with **61.83%**

2006: SSC. The Malegaon High School (Nasik Board, Maharashtra), with **84.53%**

Associate Member

- ◆ Civil Engineering Degree Coordinator , MMANTC
- ◆ College Exam Officer, SPPU

Paper Published

1. Effect Of Different Curing Systems On Strength Characteristics Of Geopolymer Concrete, **IJEST (INTERNATIONAL)**
2. Different Soil Stabilization Techniques, , **IJEST (INTERNATIONAL)**
3. RCC Structure with Shear Wall. **IJRSMT Journal**
4. An Earth Quake analysis **IOSR Journal**
5. Comparative Study of Phosphogypsum and Phosphogypsum plus Flyash Mix Concrete Material **IOSR Journal**
6. Partial Replacement of Cement with Textile Industry Wood Ash **IOSR Journal**
7. Black Phish A Novel Approach for Anti.Phishing **IOSR Journal**
8. Facilitating Sustainable Livelihoods For the Impoverished **IOSR Journal**

Achievement

1. **Young Faculty Award** (Yuva Acharya Award) by Bharat education Excellence Award, 2020-21

Personal Information

Date of Birth: August 10th, 1990

Nationality: Indian

Language Proficiency: English, Arabic, Urdu, Hindi, Marathi

Marital Status: - Married

Address: Malegaon, Nasik 423203, MH, India

“Hope that you will find me very adequate as a member of your team delivering the best ever, so I am looking forward for your positive response”.

Yours Faithfully

SAUD ANJUM MAHEVI