

Kawstov Singh

#F02, Plot 36, Brindhavan Flats
Kannadasan Nagar, Thoraipakkam
Chennai – 600096
Ph: 89510-57857 | Email: kawstov@gmail.com
www.kawstov.com

Instructional Design • Content/ Curriculum Development • Training & Development

PROFILE

- **8+ years of experience** in instructional designing (WBT/ Blended Training), creating sound storyboards and producing quality e learning content.
- **Managing the end-to-end production process** from past 6+ years.
- **Managing training and development** of the production team, from past 6+ years
- **Experience in technical content writing,**
- **Experience in course implementation on LMS** (Moodle), xAPI and SCORM reporting process.

WORK-EX

May 2017 – Present

Current Designation:

Learning Solution Architect at Hornbill FX Pvt. Ltd.

My Key Responsibilities include-

- **Review and mentor team's** work and progress
- **Create and maintain standards** for production
- **Create and maintain timelines** for projects
- **Find new and innovative ways** to improve instructional design, and user engagement
- **Research on new tools** and incorporate relevant tools in production
- **Keep the team up-to-date** with latest tools and techniques
- **Use latest production techniques** to create quality training material

INTEREST

Exploring new applications and **evaluating their usage** to improve productivity

Blogging about tips and tricks that I gather around my work (blog.kawstov.com).

PERSONAL

Date of Birth

12 Nov 1985

Language Proficiency

Hindi, English, Bengali
[Read, Write and Speak for all]

Marital Status

Married

EDUCATION

MBA Finance [Major]+ IT

IBS Kolkata, 2010

GPA: 7.1

B.Sc. Applied Sciences

University of Allahabad

60%

BCA [Only till 2nd Year]

IGNOU

10+2

ISC Board,

Holy Cross School, Ballia

74%

10

ICSE Board,

Holy Cross School, Ballia

85%

TECHNICAL SKILLS

E-learning Tools

Articulate Studio

Articulate Storyline

Ispring

Adobe Captivate

Video Editing Tools

Sony Vegas

BB Flashback

Camtasia

Audio Editing Tools

Adobe Audition

Audacity

Graphic Designing Tools

Photoshop

Desktop Applications

MS Word

MS PowerPoint

MS Excel

Sparkol Videoscribe

Working knowledge of

JavaScript, HTML and PHP

PRIMARY ACTIVITIES:

Production:

- Having a face to face discussion with stakeholders to analyse their needs and propose an appropriate learning solution.
- Finalising the learning objective that would attain optimum learning benefit.
- Creating theme, learning objectives, treatment approach, basis content and target audience.
- Creating sound storyboards from ID/ IS perspective.
- Producing the screens once the storyboard is approved by the SME.
- Creating audio script and incorporating audio, basis the screens produced.
- Creating and managing timelines for projects, and meeting them consistently.
- Reviewing the work (storyboard/ screens) of the production team, and streamlining it to meet the final objective(s).

Training:

Basic level training to new members in the team, to ensure that they –

- Understand the production process.
- Understand basic learning principles.
- Are ready for production.

Advanced level training to existing members, to ensure

- The production standards are maintained.
- New tricks/ techniques are incorporated to increase the production quality/ efficiency.

ADDITIONAL RESPONSIBILITIES:

Production:

- Consistently work in R&D mode to introduce new tools (Authoring tools/ video tools etc.) which will help in increasing the quality/ efficiency of the production.
- Take initiatives to keep the production technology current, and innovative (mobile compatibility, using JavaScript and PHP to create engaging learning).
- Adding mobile compatibility to our current courses.
- Adding video capabilities in various ways (screen-casts/ video-infographics etc.) to provide engaging learning.