

RESUME

Name: SUNILKUMAR.SG

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PROFESSIONAL PURSUITS

To work on a challenging job profile that provides an opportunity to enhance my technical skill and knowledge could provide me an insight into a new accept that would be helpful for my career. Now looking forward to seeking a responsible position where I can maximize my experience and execute various tasks in directing a team towards its objective within the deadlines and thus achieving the corporate goals.

SOFTWARE:

- Good knowledge of Computer fundamentals
- MS Office –Word, Excel, word, Power point

SKILLS:

- Excellent organizational and time management skills.
- Familiarity with accounting principles and practices.
- Ability to work independently and meet deadlines in a fast-paced environment.
- Proficient in using Microsoft Office Suite, particularly Excel, for data entry and analysis.

EXPERIENCE:

Worked as Mathematics instructor for 8 years in following institutions

- Rishi Public School Anekal (June 2025- till date)
- Aravind High School Anekal (June 2024 - M a y 2 0 2 5)
- Venkateshwara High School Anekal (August 2022 - May 2024)
- Muniveerappa Hgh School Anekal (August 2020 - May 2022)
- Gnanabharathi Vidya Mandira (June 2018 - May 2020)

Roles and Responsibilities:

- Guiding faculty to work for Academic year plan.
 - Maintaining accounts of term fees of the students.
 - Ordering stationary items and admin related items.
 - Preparation of documentation for procurement of admin related items.
 - Preparation of payment list to management.
 - Co-ordination with vendor and negotiation with vendor.
 - Co-ordination with the Board for books dispatch status/shortage/excess.
 - SATS work (Students achievement tracking system)
 - Content developer for exhibition of subjects annually
 - Respond to Parents inquiries or requests related to student's performance promptly and professionally.
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EDUCATION:

- Bachelor of Education from B.C.E Heelalige Chandapura-2018 (77%)
- Master of Science (Mathematics) from The Oxford College HSR layout -2015 (65%)
- Bachelor of Science from Govt Science College Bengaluru – 2013 (70%)
- PUC-S.V.R. College Chandapura – 2010 (73%)
- SSLC – Bharathi High School, Anekal -2008 (82%)

PERSONAL DETAILS:

Full Name : Sunilkumar SG
Date of Birth : 23-03-1993
Father's Name : S M Gangadharaiah
Mother's Name : Sharadhamma
Hobbies : Playing, Listening music and Travelling
Marital Status : Single
Nationality : Indian
Languages Known : English, Kannada, Telugu and Hindi
Permanent Address : #5/152, Weavers Colony, Anekal, Bengaluru 562106

DECLARATION:-

I hereby declare that the above-furnished details are true and correct to the best of my knowledge.

Place: Anekal

Date:

Your Faithfully

(Sunilkumar SG)