



With credential as PG in Finance, BMS in Finance and with nearly 8 years of achievement driven experience with well-known organizations in Education Industry Currently in search of a challenging assignment in this field Principal, in a reputed firm.

Principal with a fast track career dotted with impactful roles with Sri Ram Vidyalaya School, Mumbai.

~ HIGH PERFORMANCE PROFESSIONAL ~

|Leadership |Team Management | Academic Operation | Administration | Analysis

BUSINESS SKILLS DISPLAYED

- **Expert** in closely working with Management
- **Proven abilities** to make a child - student teacher relationship
- **Skilled** in giving tips to teachers in teaching student through inbuilt skills
- **Hand on experience** to make the teachers make the child learn through play, that is, play to learn.
- **Taking in charge** in PTM and making understand the child's progress to Parents with the different sections
- **Expert in Leadership –handling a team of 20 people; & 3 departments**
- **Demonstrated abilities** in maintaining relationship with other departments
- **Expertise in** Fulfilling the Management requirement in financial projects
- **Expert in** handling the children and teachers
- **Skilled in handling in functions** related to school discipline
- **Plans and implements cost saving** measures in schools Plans and events
- **Hands-on experience with curriculum**
- **Proven abilities in** tools used in teaching and making them applied by the teachers on regular basis.



Excellent Analytical skills



Outstanding interpersonal skills



Effective Communication & Problem Solving skills

ORGANIZATIONAL EXPERIENCE

May 2014 to March 2023 with Sri Ram Vidyalaya School as a Principal

April 2012 to April 2014 with Masoom School as a Teacher



April 2012 to April 2014 as Teacher.....May 2014 to March 2023 as a Principal

Key Result Areas:

Functions:

- Proficient in handling the department
- Believing in play to learn concept
- Taking active part in PTM and taking in charge of the same
- Interacting with Parents as and when required
- Maintaining and closely monitoring documentation work
- Making a child teacher relationship and Channelizing the theme in the class according to the festivals
- Developing different kinds of hidden skills in the child
- Helping the new kids to adjust with the school surrounding

Details:-

- Create an open, positive and inclusive environment where everyone feels valued and supported.
- Work closely with the School's Leadership team across Academics, Beyond Academics and Wider World programs, strategically translating the School's Vision, Core Purpose & Values and Definition of Learning into tangible results, and implementing all school policies and plans effectively.
- Reinforce the school's values to all members of the school community through the school's education programs & approach, policies and interactions.
- Creating a climate hospitable to education.
- Cultivating leadership in others.
- Improving instruction.
- Managing people, data and processes.
- responsible for the full day-to-day management of all aspects of the school, including but not limited to facility design, curriculum/academic program, staffing, retention, training, fee, policies, procedures, brand, marketing, vendor management, admissions, supplies & materials, statutory, affiliation, budgeting, sustainability, and finance.
- Supervise, guide and control the work of the teaching and non-teaching staff of the school.
- Supervise classroom teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter-subject coordination.
- Arrange for special remedial teaching of the children who need it.
- Plan and specify a regular timetable for the scrutiny of pupil's written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.
- Organize and coordinate various co-curricular activities.
- Develop and organize the library resources and reading facilities in the school and ensure that the pupils and teachers have access to them.
- Keeping track of student successes and failures and preparing appropriate interventions.
- Send regularly the progress reports of the students to their parents or guardians.
- Designs and delivers annual Academic priorities and organizational strategies in line with the organizations business plan.
- Discuss the previous years data to determine trends and makes predictions for the current year in terms of potential enrollment numbers and the various expenses, such as Human Resources, facilities, projects, and academic resourcing.
- Identifies and communicates key goals and performance indicators and sets measurable targets to evaluate staff performance.
- Develops, monitors, and reviews strategic plans and processes to best employ expertise, talent, and resources for the campus.
- Overseeing the various curriculum in the campus (e.g. CBSE, Cambridge, International Baccalaureate, etc., where applicable).
- Collaborates with the Admissions Head to increase admission numbers and strengthen the campus's reputation.
- Works closely with the Operations Head to ensure smooth operations on the campus, facilities, and cleanliness are maintained, emergency evaluation procedures are developed, IT systems are up-to-date, etc.
- Provide guidance and counseling to teachers.
- Handle emergencies and school crises.
- Organize school events and assemblies.
- Ensure a safe and clean environment for students.
- Attend conferences & training to gain knowledge on current educational trends.
- Directing assemblies and other special gatherings of students for events throughout the year.
- Monitoring the application of the developed content/ method/ technique in class rooms by regular checking of student notebooks/ diaries / logbooks etc.

- Providing timely feedback to the coordinators in terms of scope of improvement.
- Monitoring Sports and Performing activities on a regular basis and plan and execute actions for improvement.
- Responsible for the supervision and general discipline of the school
- Monitoring the registers maintained by the coordinators
- Organizing annual functions, external competitions and external examinations.
- Interacting with parents/ guardians, as and when required
- Resolving conflicts between students, teachers, parents or combinations of conflicts between various individuals.
- Effectively guide and motivate teachers to drive their best
- · Effectively ensure that there is maximum adherence to HR Policies.
- Effectively work with Human Resources team to recruit efficient resources within the prescribed time frame.
- Effectively control attrition by facilitating a conducive work environment for the school staff.
- Ensure teaching and non-teaching staff are taken through induction program at regular intervals.
- Coordinate and supervise the administration activities.
- Responsible for all documentation work regarding school admissions and play a leading role in the student admission process.
- Planning of new projects in discussion with the management.
- Co-ordinate with the various departments for the smooth functioning of school operations.
- Offer solutions and suggestions regarding compliance to various authorities.
- Notify immediately the Board, and appropriate personnel and agencies when there is evidence of child abuse, child neglect, severe medical or social conditions etc.
- Maintaining effective communication with students, staff and parents.
- Interface with external vendors for any functional issues.
- Interface with parents for timely communication of school information and managing parents Issues
- Good analytical skills ability to make recommendations based on information gathered and sound judgment.
- Extrovert, result oriented, mentor and leader.
- Demonstrated ability to work in a high growth and dynamic business environment. Ability to deal with ambiguity, understand business requirements and translate those into a Profit Making Centre.
- High focus on outcomes and ability to stand up to committed deliverables.
- Strong communication, interpersonal skills – ability to drive consensus in decision making, especially in conflicting situations
- Effective verbal as well as written communication skills.
- Effective people skills as well as networking skills.
- Effective Interpersonal skills.
- Effective time management skills.
- Effective presentation skills.
- High on integrity.

EDUCATION



2012: PG in Finance from Prin. L.N. Welingkar Institute of Management Development & Research - Mumbai



2010: BMS in Finance from K. B. College Arts, Commerce & Science, Mumbai

IT Skills: Proficiency in PC & MAC and MS Office

PERSONAL DETAILS

Date of Birth:

18th October 1989

Languages Known: Address:

English, Hindi, Punjabi, Marathi and Gujarati
Flat no. – 110913, Wing 11, Gate no. 1, Shobha Dream Acres,
Panathur Road, Bangalore.