

CHAITHRA S GOWDA

Admin – Coordinator

My Contact

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📍 Gunjur – Bangalore

Hard Skill

- Financial reporting
- Financial accounting
- Strong leadership
- Proficient in Microsoft Office Suite
- Educational management software.

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- Bachelor of Business Management – Financial Management
bangalore University
Completed in 2014
- PUC – Bangalore
Completed in 2011
- SSLC – Bangalore
Completed in 2009

About Me

Dedicated and results-driven Administrative Coordinator with 7 years of experience in school administration. Proven track record of effectively managing administrative operations, improving processes, and supporting academic excellence. Seeking to leverage leadership and organizational skills to contribute to the success of school

Professional Experience

BASIL WOODS INSTITUTION – Admin coordinatore

2018– Present

- Directed all administrative functions of the school, including human resources, finance, facilities, and student services.
- Implemented strategic initiatives to optimize operational efficiency and resource utilization.
- Developed and enforced policies and procedures to ensure compliance with regulatory requirements and best practices.
- Oversaw recruitment, hiring, and training of administrative staff, fostering a positive and productive work environment.
- Managed the school budget, monitored expenses, and prepared financial reports for stakeholders.
- Collaborated with academic staff to support curriculum implementation and student achievement initiatives.
- Facilitated communication and collaboration among faculty, staff, parents, and community stakeholders.
- Led emergency preparedness efforts and crisis management protocols to ensure the safety and security of students and staff.
- Assisted in managing day-to-day administrative operations, including facilities management, event coordination, and budgeting.
- Supported human resources functions such as payroll processing, benefits administration, and personnel recordkeeping.
- Provided administrative support to the principal and academic staff as needed, including scheduling, correspondence, and data management.
- Implemented technology solutions to streamline administrative processes and improve efficiency.
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Achievements

- 2020–2024
 - 1. Initiated and managed the entire setup process of a campus kitchen facility, overseeing procurement, installation, and operational readiness.
 - 2. Coordinated seamless daily operations for 1000+ food production to distribution, ensuring efficient handling of resources and timely delivery of meals to school