**First Name of Application CV No 1637712**

Whatsapp Mobile: +971504753686



To get contact details of this candidate Purchase our CV Database Access on this link.

<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>

**CAREER OBJECTIVES:**

**Highly proactive, God fearing person pursues excellence and seeks challenges in a progressive organization where his abilities can be utilized to achieve the goals of the organization.**

**STRENGTHS:**

* Excellent communication and interpersonal skills.
* Ability to process and collect various information.
* Highly trusted for Honesty and integrity.
* Versatile and productive even under pressure and enjoy teamwork.
* Self confident with desire to learn new things.
* Strongly believe in team based approach.
* Highly energetic and motivated individual who can solve complex issues clearly and concisely.
* Adaptive and adventurous in any type of work situation.
* A God fearing hardworking optimist.
* Effective presentation, leadership, team building and office management.
* Personal and professional development and excellence in HR Management.
* Flexibility to work additional hours.
* Maintain all office supplies and day-to-day operations of the office security system.
* Complete the assignments with in the specified timeframe in an accurate manner.
* Commitment to excellence and openness to new ideas and innovations.
* Experience in school administration and computer proficiency.
* Demonstrate self-discipline, leadership qualities, setting goals, make decisions and display resourcefulness.

**ROLE:**

* Providing overall strategic leadership, planning, monitoring, controlling and execution of Administration related activities for the organization.
* Interact with the people and resolve their problems.
* Implementation of various programmes including co curricular activities.
* Maintaining discipline and dignity of the organization.
* Make a business analysis, project, planning determining resources to implement the plans.
* Taking care of the overall affairs of the staff and students.
* Providing the ultimate satisfaction to the parents.

**CAREER SUMMAY: 20 YEARS**

1. **Alpha English School, Neemuch, MP, India.**

**Relationship Officer (July 1986 to April 1989)**

**Job Profile:**

1. Maintaining relationship with parents as well as other institutions.
2. Maintain a cordial relationship with District Education Office and collect the relevant Information.
3. Maintain the data of day-to-day visitors, their problems and the solution provided to them.
4. Increase interpersonal contact with the people and thereby spread the awareness about the institution in the public.

**ACHIEVEMENTS:**

1. Enabled the smooth functioning of the institution through the cordial relation with the District Education Office.
2. Managed a very good interpersonal relationship with the public and thereby increased the strength of the institution.
3. **St.Paul’s H S School, Hoshangabad, MP, India. As primary–in-charge/HR Officer (July 1997 to April 2002)**

**Job Profile:**

1. Maintain a smooth relationship between the management and the parents.
2. Take care of the Secondary Board related activities and transact the documents on

time.

1. Looks after the overall discipline of the staff and the students.
2. Give the needful guidance to the staff for the up gradation of the standard of the

institution.

1. Assist in the recruitment of teaching and non-teaching staff and help them in their works.

**ACHIEVEMENTS:**

1. Brought a drastic change in the relationship among the management and the parents.
2. Maintained a strict discipline among the students and the staff.
3. Conducted various short training courses for the staff.
4. Selected effective and efficient staff.
5. Contacted various means of communication to give a detailed description of the function of the institution.
6. **JOLLY MEMORIAL MISSION SCHOOL,UJJAIN, MP, INDIA**

**As the Administrator /HR Officer (July 2002 to April 2008).**

**Job Profile:**

1. Overall management of the institution.
2. Develops policies and procedures for the practice and the staff development administration.
3. Oversees the PTA Meetings and ensures the PTA’s support for the institution.
4. Leads the institutional efforts to improve and strengthen child welfare practice through the implementation of result oriented training.
5. Collaborate with District Education Office and Secondary Board Office for training opportunities which will bring benefit for the institution.
6. Conduct periodic survey to evaluate the progress of various activities and make arrangements for more effective implementation of different programmes.
7. Maintain the dignity and the standard of the institution.
8. Do the necessary steps to upgrade the institution from the State Board to Central Board of Secondary Education Board.

**ACHIEVEMENTS:**

1. Helped to bring a high reputation among the public with the academic quality and the academic achievements (two students got III & IV ranks in the Board Examination conducted by the State Board.)
2. Brought a drastic change in parents, teacher’s relationship.
3. Introduction of uniform dress code for the staff.
4. Introduction of English as the speaking language in the campus.
5. Introduction of unique pattern of selection of Question papers.
6. Arrangements of time to time PTA Meetings.
7. Adoption of various co curricular activities.
8. Adoption of crush courses for the staff.
9. Usage of computer Education from primary level onwards.
10. Made arrangements to review the documents for accuracy, completeness and compliance.
11. Prepared a core team for the efficient functioning of the institution.
12. Acquired the affiliation from State Government for High School status.

**4) Meridian Global International Limited, Dubai, Jebel Ali, UAE. As Warehouse Assistant/**

**Material-in-Charge (August 2008 to April 2011)**

**Job Profile:**

1) Make Purchase Request Quotation (PRQ) for MGI, Dubai Showroom and Abu Dhabi Showroom. Responsible for purchasing goods locally.

2) Gate Inward (GIN). Responsible for checking the goods coming in the factory.

3) Making purchase order for materials needed in the factory /Company with co ordination of work order section to meet the necessary production level

4) Prepare Goods Received Note (GRN). Keep/record items received

5) Prepare CSL/CRL ( item wise/document wise) in complete and correct ways.

6) Making Purchase Invoice for Dubai and Abu Dhabi Showrooms.

7) Responsible to arrange fabric, trading items and accessories for production need from MGI and Empire Warehouse with the coordination of the inventory section head.

8) Manage pick and drop fabric.

9) Miscellaneous item stock out (MSI).

10) Making sales return and purchase returns in which all materials, accessories should be displayed while using tag, packing and should be organised in proper shelves with proper record register.

11) Responsible for all kinds of material stock.

12) Complete knowledge for preparation of local/inter-office purchase invoice with the Guideline from Account Department. Keep or maintain complete record for all received and issued materials for stock levelling and submit monthly record to Account Department.

13) Keeping and stock levelling of all materials.

**ACHIEVEMENTS:**

a) Brought a drastic change in the issue of all kinds of materials.

b) Maintained a proper record of all purchased and issued items from the store.

c) Controlled the unnecessary purchase from local market.

d) Maintained proper coordination with production unit and Accounts Department.

e) Prepared all the documents on time.

f) Maintained stock level of all materials without any delay in production.

**5) Jolly Memorial Mission School, Ujjain, MP , India As Principal/Administrator (15 June**

**2011 to April 2015).**

**Job Profile:**

1. Overall management of the institution.
2. Develops policies and procedures for the practice and the staff development administration.
3. Oversees the PTA Meetings and ensures the PTA’s support for the institution.
4. Leads the institutional efforts to improve and strengthen child welfare practice through the implementation of result oriented training.
5. Collaborate with District Education Office and Central Board of Secondary Education for training opportunities which will bring benefit for the institution.
6. Conduct periodic survey to evaluate the progress of various activities and make arrangements for more effective implementation of different programmes.

g) Maintain the dignity and the standard of the institution.

h) Coordinate effectively the CCE programme of CBSE.

**ACHIEVEMENTS:**

1. Brought a high reputation in the realm of studies and other activities among the public.
2. Introduced blazer in student’s uniform.
3. Took membership in Ujjain Dewas Sahodaya Cluster.
4. Prepared a core team of experienced teachers for the efficient functioning of the institution.
5. Maintained a cordial relationship among parents, teachers and the students.
6. Introduced of a third uniform for the students to maintain the neatness and cleanliness.
7. Conducted various short training courses for the staff.
8. Conducted different training for students to improve their handwriting and learning skills.
9. Conducted CBSE School Based Examination in which School acquired 100% result.

**6) Shri Deochand Sapkale Memorial School, Burhanpur, MP (ICSE Syllabus) As**

**Headmaster in Charge Grade 6-8 (July 15 2015 to 1 March 2016)**

**Job Profile:**

**1)** Maintain discipline in the School and School Premises.

2) Supervision of the delivery of teaching programmes.

3) Leading and managing the implementation of school improvement

initiatives related to the school strategic plan and school properties.

4) Prepare engagement duty plan for teachers on leave.

5) Establish regularity between Class Work and Home Work.

6) Developing and managing the school code of conduct.

7) Contribute to the overall leadership and management of the school.

8) Leading and managing the development of school assessment and reporting

Policies and practices.

**3. EDUCATIONAL QUALFICATION**

|  |  |  |
| --- | --- | --- |
| **Course** | **Subject** | **University** |
| **B.A.** | **English, History, Sociology** | **Mangalore University, Mangalore** |
| **M.A.** | **English** | **Barkatullah University, Bhopal** |
| **B.Ed** | **English, Social Science** | **IGNOU New Delhi** |

**4. CO- ACADEMIC PROFILE**

* CBSE made as the observer for CTET Nov. 2012
* CBSE made as the Centre Superintendent of 10th Class School based board exam 2013-14, 2014-15
* Attended various workshop conducted by different Educational organizations

**5. PERSONAL DATA**

**Age & Date of birth : 47, 09/05/1968**

**Religion : Christian**

**Nationality : Indian**

**Sex : Male**

**Marital status : Married**

**Languages known : English, Hindi & Malayalam**