# OBJECTIVE

A challenging and rewarding position with an opportunity to continue to advance and develop my skills, with a progressive organisation.

**PROFESSIONAL PROFILE**

I have 15 years of work experience. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I am eager to learn and I enjoy overcoming challenges. I am a mature, positive and a hardworking individual and I always strive to achieve the highest standard possible, at any given task. I possess excellent communication skills and I have the ability and experience to relate to a wide range of people.

**PROFESSIONAL EXPERIENCE**

 **Mata Public School, as a School Manager from 2008 to till date**

* Has worked a manager in the school for eight years.
* Has had a major role in bringing up the school from the very beginning to strength of 600 students
* Manage the whole school administrative function and lead, manage and motivate all school support staff.
* Coordinate the various departments of the school
* Plan how to spend and control the budget and reduce costs

**St Joseph's Mission School, as a Hostel in charge from 2007 to 2008**

* Framed policies on the running of the hostels, messes and other facilities within the hostel.
* Related well to a variety of individuals, including students, parents and staff.
* Ensured maintenance of discipline in and around the Hostel.
* Performed diverse managerial responsibilities as delegated by school principal.
* Controlled hostel building maintenance and up gradation of facilities in the hostel.

**Pvt.Ltd, Mumbai, as a store manger in Tata Motors site Pune  from 2005 to 2007**

* Was responsible for maintaining the stock of tools and materials for electrical maintenance.
* Maintained a smooth and effective functioning of the store.
* Was in charge of scheduling and assigning employees and following up on work results.

**Hotel MGT International, Kerala, as an Assistant**

* Managed all the day-to-day operations of the firm
* Supervised services held in the firm
* Supported the manager in his responsibilities.
* Handled customer complaints.
* Worked with other staff to make a great hospitality.

**EDUCATIONAL Qualifications**

* **BA** (Philosophy) from MG University
* P U C (Commerce, Business Studies& Accounts) from Calicut University
* **Class X** from Board Of Public Examination Kerala

**TECHNICAL EXPERTISE**

Operating System : Windows

Office Packages: MS Office

Internet: Working knowledge

**Personal Particulars**

*Date of Birth: 22-05-1984*

*Sex: Male*

*Marital Status: Single*

*Nationality: Indian*

*Languages Known: English, Hindi, Malayalam*

**First Name of Application CV No:** **1703580**

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