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| **C:\Users\hameed\Desktop\HAMEED SERVICES\photo.png** ABDUL  [ABDUL.295704@2freemail.com](mailto:ABDUL.295704@2freemail.com) | | |
| **PROFILE SUMMERY**  **An accomplished professional with constant success of over 29 Years in School management, administration and English Language Teaching sector in India and abroad.**  **Managed over all the Academic and Administrative functions of an Higher Secondary**  **School in UAE as a Vice Principal .**  **Currently working as a Principal of a government Higher Secondary School in India.**  **Prepared and presented weekly and monthly management reports on cost and benefit analysis, Academic progress analysis , draw backs and remedial measures**  **Possess sound knowledge in LSRW skills and MSOffice**  **An effective leader with excellent communication ,negotiation and relationship building skills.**  **IT SKILLS**  **Proficiency Level : MS OFFICE 80 %, Basic Computer Skill 90%**  **EDUCATION**  **2015 PhD** (Doctor of Philosophy in **Madura Kamaraj**  Doing English Language Education) University,India.  **2013** **MA** (Master of Arts in **IGNO University, India**  Education)  **2006 MPhil (**Master of Philosophy **Madura Kamaraj**  In English ) University,India.    **2000 SET** ( State Eligibility Test **DHSE,Kerala, India**  in English)  **1998 BEd** (Bachelor of Education in English) **University of Calicut** , India    **1996 MA** (Master of Arts in English) **Sree Venketeswara, University,India**  **1992 BA**(BachelorofArtsinIslamicHistory) **UniversityofCalicut,India**  **1987 TTC** (Trained Teachers Certificate) **Board of Public Examinations ,India**    **WORK EXPERIENCE**  **Since June 1st 2012 to At Present**  **Government Higher Secondary School, Vazhakkad , India**  **HIGHER SECONDARY SCHOOL PRINCIPAL**  **Since 8th March 2009 to 31st May 2012**  **INTER NATIONAL SCHOOL ,RAS AL KHAIMA,UAE**  **SENIOR SECONDARY SCHOOL VICE PRINCIPAL**  **Since 20th June 1987 to 7th March 2009**  **Government Higher Secondary School, Vazhakkad , India**  **HIGHER SECONDARY SCHOOL ENGLISH TEACHER** | **CORE COMPETENCIES**  **Number of Years**  Multi lingual Language ability 15  Committed innovation 20 positive attitude 25  Good inter personal skills 18  Team leader 10  The Aptitude to work 25 Energy and Good sense 20 of humor  Man management skills 18 Moral courage 20  Excellent communication skill 19  Educational counseling 10  **SOFT SKILLS**  **Communicative**  **Innovative**  **Team Player**  **Thinker**  **PERSONAL DETAILS**  **Date of Birth : 1st Dec 1965**  **Languages Known:English,Hindi,**  **Arabic,Urdu,**  **Malayalam**  **Nationality : Indian**  **Marital Status: Married**  **Religion : Islam**  **Role and Responsibilities :**   * **School Leader** * **Handle Students Discipline** * **Teacher Evaluator** * **Developing and Implementing Programs** * **Reviewing Policies and Procedures** * **Schedule Setting** * **Parent and Community Relations** * **Delegating**   **Role and Responsibilities :**   * **Ensure the smooth overall operation of the school.** * **Supporting staff and parents** * **Developing rapport** * **Handling discipline issues .** * **Assisting in teacher evaluations,** * **providing guidance to staff and students** * **Directing assemblies and other special gatherings of students for events throughout the year.** * **Record keeping**   **Role and Responsibilities :**  **Organizing and delivering classroom lectures to students.**  **Evaluating a students' class work and assignments.**  **Preparing classroom and coursework materials, homework assignments, and handouts.**  **Recording and maintain accurate student attendance records and grades.**  **Classroom management.**  **Developing English lesson plans in line with the National Curriculum.** |