Praveen

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| **career Objective** |

 To seek a challenging position in an organization where I can utilize and enhance my

 Skills for the benefit of the organization and self.

 **PROFILE**

 A dynamic professional with over 15 years of prolific experience of which 5 years have been in education management , communications , branding and promotion ns , strategic planning and team building , policy planning and implementations in order to achieve high standards of academics especially with all school activities , events , strong parent interactions ,teacher training ,strategic tie ups, Seminars and presentations.

 **KEY ACHIEVEMENTS**

* Achieved the best teacher award for the Academic year 2003-2004
* High academic orientation – designing curriculum streamlining curriculum for foundation of IIT/Medical and competitive exams for each class with contemporary and interesting teaching modules.
* Students have got very good results in their board exams, national and international level Olympiads and NTSE Scholarships and MTSE.
* Conceptualizing, planning & organizing brand development and promotional activities by developing new communication and new strategies for the brand making.
* Coordinating communications programs for the development & production of event promotional materials and other collaterals
* Networking with Media personnel and establishing good associations with them as a part of promotional activity of Digital class room education. Gave a live interview of 30mins in regional TV-5 Channel on 26th May 2011.
* Effective communicator with strong creative, analytical and logical skills with flexible & detail oriented attitude with the ability to interact with people across.
* Demonstrated excellence in organizing various events.
* Training and transforming academic and non academic professionals as per the need of the organization and latest education field.
* Competent Head with leadership qualities working tirelessly towards organization growth and team building.

**WORK EXPERIENCE**

***Academics:***

* Thorough knowledge of CCE and its implementation.
* Curriculum design.
* All day-to-day academic related operations and planning, execution of work; follow up of work was taken care with the help of academic coordinators and HOD’s.
* Timetable design and examination scheduling.
* Followed up with daily supervision work, examination and evaluation work.
* Workshop for teachers were conducted on various academic related topics, CCE and time management for all levels of teaching and on students behaviour etc.
* Organized exhibitions and science fair.
* Seminars on Motivation and Career guidance was organized to students
* Parents orientation program was conducted regarding present education system, CCE and grade point .

***Non Academics*:**

* CBSE affiliation work and compliance
* All CCA & Sports and Games activities were planned and organized with the help of the school PET for both internal and external competitions.
* The school team had participated in various events conducted by C.B.S.E. and other organizations.
* Organized excursions and picnics for the students. Conducted annual day and Sports day.
* Monitoring of security, housekeeping, food canteen and transportation.
* H.R. policies, recruitment, salary fixation etc.

***General:***

* The new pedagogical methods and methods of evaluation were introduced.
* The multimedia embedded smart classes (Educomp and teach next ) were introduced where computer aided and interactive white board is being used for teaching.
* All the guidelines of C.B.S.E. were implemented. Modification of infrastructure was done. Having good knowledge in projecting, planning and budgeting.
* Good knowledge of computer applications such as MS word, MS Excel etc.

**EMPLOYMENT HISTORY**

* Apr 2014 – Till Date: Horizon Discovery Academy (CBSE affiliated Day Boarding and Residential school), Nanded, Maharashtra

Designation –Vice Principal

* May 2013 – Mar 2014: Lead India Bharat Ratnas , (CBSE affiliated Residential school) , Bandlaguda, Hyd ,Telangana

Designation - Founder Principal cum Dean

* Jan 2012–Apr 2013: Narayana Olympiad School (State Board ),Bowenpally , Secunderabad Telangana.

Designation Principal

* Mar 2010 –Jan 2012: SR DIGI School (State Board), Karmanghat , Hyd ,Telangana.

Designation: Founder Principal

* Jun 2006 – Feb 2010: Subhodaya High School (State Board) ,Dilsuknagar ,Hyd

Designation – Administrative Officer cum Secondary school Physical science Teacher

* Jun 2001 – Apr 2005 : Pioneer High School (State Board).Laldarwaza ,Hyd

Designation – Secondary school Physical science Teacher.

**EDUCATION**

* IELTS **Module:**General Training

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|  **Overall Band** | **6.0** |

* M.Sc ( Math’s) MS University Tamil Nadu.
* B.Ed Osmania University,Hyderabad
* B.Sc.Osmania University, Hyderabad
* Qualified in APTET-2012
* Advanced diploma in software Applications
* Vj info, Secunderabad
* MS-Office ,MS-excel, Power point presentation , Internet concepts

 **TRAINING AND WORKSHOP**

* 2016 – CCE and Evidence of assessment By Edmond Dentise certified Master trainer by CBSE
* 2015 – Leadership skills , Time Management ,Motivation skills training by Gampa Nageshwar Rao under faculty development program
* 2013 – CCE training by NIIT ,Oasis School ,Hyderabad
* 2013 – Teach next , Multimedia workshop, Oasis School ,Hyderabad.
* 2012– Principal’s Induction workshop, NTR Model School Hyderabad

 **PERSONAL STRENGTHS**

* Pleasing demeanor with good interpersonal and communicating skills.
* Responsible, self-motivated and proactive approach to work.
* Ability to adapt to new environment and grasp work quickly.
* Ability to listen to others point of view for any suggestion and remedy.
* Listening and understanding to the problem and executing it with solution.
* Training the academic and non-academic staff with accountability.
* Capable of being with the stakeholders of the organization.

**PERSONAL INFORMATION**

Date of Birth : 29th January 1978

Sex : Male

Marital status : Married

Nationality : Indian

 Languages known : English, Hindi & Telugu

**Declaration**

I hereby declare that all the information furnished above is true and correct to best of my knowledge.

Date: