****** Pragasan

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Application for the post of PRINCIPAL

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Have26 years of experience in teaching, administration and management of school activities. I have vast experience and expertise in heading a big team. As a head of managing the school I manage teaching and Non-Teaching staff and students of various ages from LKG to XII std. I have helped the management by my dynamic professional work which helped in profitable budgeting without losing the safe and healthy environment of school. My greatest strengths which helped me to achieve a successful head position are my logical and critical thinking, ability to solve the problem quickly and efficiently, excellent communication skills and management ability.

**Objective:**

To work in a challenging and dynamic environment, and use my expertise and rich for the growth of the working environment and students.

**Educational Qualification:**

* M.Sc.,., MCA., MA(Tamil)
* B.Ed(Maths).,

**Date of birth:**

* 28.05.1965 age 51

**Skills:**

* + Have excellent communication and written skills in English to deliver points in precise
  + Have expertise using computers and well versed with the usage of Microsoft office tools namely Microsoft Word, Access, Excel, Power point to give presentations. Also have mastered to operate internet and email efficiently.

**Strengths:**

* Leadership and efficient management ability
* Appropriate and exact delegation of responsibilities to staffs
* Have learnt and used different techniques and tools of educating students for effective and efficient teaching

***Work Experience:***

***PRINCIPAL : 1-6-2016 TO TILL DATE***

CHANAKYA HI-TECH MATRIC HR.SEC.SCHOOL., PARAMATHI VELUR

NAMAKKAL DT.

**Responsibilities:**

Overall in-charge of Administration and Academic

**PRINCIPAL -June 2011 –30-5-2016**

REACH MATRIC. HIGHER SECONDARY SCHOOOL,COONOOR, THE NILGIRIS

**Responsibilities:**

As a Principal of this school I took all the responsibility of managing the students, staffs and all the activities related to school. I took up the task of teacher’s recruitment whenever needed, maintaining discipline and decorum in school campus, getting feedback from students, teachers and parents and taking appropriate actions on it at appropriate time. I am in charge of monitoring and maintaining safe, healthy, peaceful environment in school. I also monitor the attendance of students and teachers. In this area I introduced the concept of awarding students with no leave and for students maintaining punctuality which encouraged the students to come on time to school. I also reviewed the text books and notes followed by students and give my feedback to teachers for improvement. I was responsible for launching the computer program compulsory for all students in school free of cost which helped to keep students in current with technology.

**PGT June 2001 – May 2011**

CORDITE FACTORY HIGHER SECONDARY SCHOOL ,ARUVANKADU,NILGIRIS 643 202

**Responsibilities:**

Worked as a Post Graduate Teacher (Computer) and I assisted thePrincipal of the school in various management and monitoring activities and helped to maintain discipline inside school campus. I attended various programs for Student management representing the school. I imparted and trained teachers the techniques of various teaching methodologies learnt and experienced by me. In the absence of principal I attended all the Meeting conducted by the Educational Authorities and give it for further actions to the Principal.

Also I assisted the Principal of the school in various activities. I maintained a record sheet for recording feedback from students, staffs to receive their complaints and votes on improvement and present it to principal for his further actions. I took the task of going rounds at regular intervals to ensure that all activities in school are carried out well. I also make arrangements by sending circulars, seat arrangement needed at times like parents meeting which help the management to carry out the event efficiently and smoothly. Produced 100% result in all the years in Higher Secondary Board exam.

**TGT June 1994 to May 2001**

HINDU VIDYALAYA MATRIC.HIGHER SECONDARY SCHOOL ,COONOOR, THE NILGIRIS 643 105

Worked as a B.T.Asst.( Maths) and assisted the Principal of the school in various activities. I maintained all the records of the school including admission register.TC Book, Acquaintance Register, Leave Register, PTA register etc., Produced very good results in Board Exam .