ZAINUL

ZAINUL.351252@2freemail.com

**M.A. (Geograhy), B.Ed.**

**Experience** **& Job Details**

* Total **about sixteen years**  educational working experience.
* Currently workingin **Education Department, Govt. of West Bengal.**

**Current job & profile**

* Working as a Headmaster of Mahatma Gandhi High School (H.S.) from 01/08/2014. Lala Lajpat Nagar, P.O. Santa, Burnpur, Asansol, Dist.- Burdwan, 7133025, West Bengal, INDIA.

**Responsibilities**

* Taking all responsibility in a Government Higher Secondary School having 1669 students up to class XII standard with MID DAY MEAL.
* To prepare all types of financial activity, i.e. cash book, subsidiary accounts, audit reports etc.
* To maintain all types of leaves enjoyed by the staff.
* Monitoring all types of academic activities, i.e. class routine, examinations, results, booklists, etc.
* Manage all types of programmes, i.e. welcome, farewell, annual functions, etc.
* To manage all types of civil works.
* To lead the all types of meeting, i.e. Managing Committee meeting, Guardians meeting, Mothers Teachers meeting.
* Presiding the Academic and Staff Council meetings.
* Monitoring per day the MID DAY MEAL Project run by the Government.
* To hold all types of sports.

 **Previous Experience**

* Worked as an Assistant Teacher Kharagpur Azizia High School (H.S.), Bhawanipur Gate, P.O. Kharagpur, Dist. West Midnapur, 721301. West Bengal, INDIA. from 21/03/2001 to 31/07/2014.

 **Profeddional Qualification**

* Bachelor of Education from Patna University, Patna, Bihar India with 65.20% in 2002,

**Academic Qualification**

* Post Graduation in Geography from Patna University, Patna, Bihar India with 60.00% in 1998,
* Graduation in Geography from Patna University, Patna, Bihar India with 61.37% in 1996,
* Higher Secondary from Bihar Intermediate Education Council, Patna Bihar with 66.23% in 1993.
* Secondary from Bihar School Examination Board, Patna, Bihar with 70.00% in 1991.

**Language Known**

**Language Speak Read Write**

English yes yes yes

Urdu yes yes yes

Hindi yes yes yes

Bengali yes yes no

**Career** **Objective**

Intend to build a career with leading corporate of hi- tech environment with committed and dedicated people to explore and expose my potential fully. Willing to work as a key player in challenging and creative environment.

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