

Safi

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**EDUCATION ADMINISTRATOR**

**Contact Me**

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[Safi-399748@2freemail.com](mailto:Safi-399748@2freemail.com)

**Birth Date**

Date: 01/July/1978

**Skills**

Administration , Supervision , Games Coaching , Official work , Teaching , Counseling , Yoga , Keeping Records ,

**Summary**

Administration Of School , College , Office , Hostel & Company Seeking challenging in Education , Construction , Hospitality , Official sector to get a position of responsibility, using my professional skills and efficiency to communicate my ideas and wires and commit myself for achieving organizational objectives with the team efforts and my positive attitude and performance

**Education**

**2006 - 2009**

**Vardhaman Mahaveer Open University Kota India**

**B.A. { 53.41 % }**

English Literature , Political Science , Public Administration , Hindi , English , Computer , Environment ,

**2009 - 2012**

**Languages**

ENGLISH , HINDI ,

**Interest**

Motivational Seminars , Music , Play Games , read and write about something like Education program, Administration skills ,

**Kashmir University Shringar Jammu&Kashmir India**

**B.Ed. { 67% }**

English Literature , Social Studies , Hindi , Environment , Physical Education

**Experience**

**Sep. 2001 - Mar.**

**2003**

**Ravi Indian Public Sr.Sec.School Road No.3 Jhunjhunu**

Games skills , singing and playing musical instruments .

**Others**

Handlings all post with confidence , play games , play music , Motivate to any person to get success in his/ her work .

**Hostel Administrator , English Teacher**

Planning , preparing and delivering lessons preparing teaching materials helping pupils helping their listening. speaking, reading , and writing skills via individual and group sessions . Checking and assessing pupils work organising and running specialist courses attending social events. There are many students who were interested to pass the entrance exam of indian Sainik & Military School to get admission.

**April 2003 - May**

**2005**

**Sumitra Memorial Sr.Sec.School Losal Sikar**

**Office Administrator**

Coordinate office activities and operation to secure efficiency and compliance to school policies. Supervise administrative staff and divide responsibilities to ensure performance Manage agendas / travel arrangements / appointments etc. For the upper management mannage phone calls and correspondence { E-mail , letters , packages } .

**May 2005 -**

**May2017**

**Swami Keshwanand Group Of Educational Institutions Bhadhadar Sikar**

**HOD Physical Education & Hostel**

Organize games and challenges that promote physical activity among children and adults from kindergarten to high school. The goal is to develop motor skills and physical development among younger children and proper exercise and eating habits among older children . Administration of the students of hostel to handel them in a good manners for whole day or whole year to find an excellent result of their hard work in annual exams.

**June 2017 - July**

**2019**

**S.B.S.Group Of Education Sabalpura Sikar**

**Administrator**

Handling correspondence organising and serving committee and academic board meeting { producing agendas, taking minutes etc.} Researching and writing reports preparing statics and handling data , such as attendance figures , processing invoices , purchasing equipments/other goods liaising with potential students , other institutions , government departments and external organisations helping with course approval and evaluation activities formulating and implementation regulations/ policies timetabling and planning events .

Administering and coordinating students recruitment examinations and assessment activities.

**Nov.2019 -**

**March 2020**

**Administrator**

Managing and school budgeting process and the day to day financial operations including exercising financial control over budget expenditure and revenue collection, and financial reporting supervising the procurement of goods and services, and management of school inventory and asset supporting the school in human resources management including manpower resourcing and benifits administration managing the general administration of the school including assisting in estate management leading the school administration team in integrating information and communication technology into administrative process .

**Projects**

**2008 - 2009**

**Educational Institutions Sikar**

**Educational Seminar { Exam Preparation Program }**

Educational seminar { Motivational Seminar } is the key to success in any exam for a student . We tried to get result of it and successful completion .About 50 players selected in state level team of different streams like Cricket , Volleyball , Kabaddi

* Badminton and other games . 5 times District tournament championship winner & about 30 player selected in national team of different games

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