**SUKUMAR M.Sc., B. Ed.,**

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**Career Objective**

A highly talented, skilled and dynamic educational leader with ten years of experience in creating effective learning environment and a proven track record in increasing student's academic skills, is looking for a Vice Principal / HOD / Mathematics Teacher in your reputed institution.

**Summary of Skills**

* Possess in – depth knowledge of budget, school curriculum and performance standard development.
* Possess excellent leadership qualities and team building skills.
* In – depth knowledge of classroom evaluation and school administration.
* Possess excellent written and verbal communication skills.
* Experienced in assessing teachers' performance and students' progress.
* Ability to create school vision and mission statement.
* Possess excellent management and organizational skills.
* Ability to introduce new policies on school safety and security.

**Work Experience**

**Vice Principal, June 2015 - Present,**

**Assistant Principal, May 2013 – May 2015.**

**Aklavya International School, (ICSE & ISC Curriculum)**

* Assisting Principals in hiring teachers and evaluating their performance.
* ICSE Council Work (Enrollment of the Students & Registration Work).
* Reviewing and building positive learning environment for students.
* Monitoring and taking appropriate action against misbehaving students.
* Organizing and supervising extracurricular activities in the school.
* Meeting parents and discussing their concern over safety and education quality.
* Encouraging sports activities and contributing to the budget process.
* Handled entire school activities in the absence of the Principal.
* Prepared school calendar and handled purchase of study materials for the school.
* Inspected safety and security measures and ensure no relapse.
* Conducted mock drill for safety and ensured all students and staff are capable of handling any unfortunate situations.
* Coordinated transportation, cafeteria services, and other support services.
* Resolved staffing issues by speaking them individually and recommended promotion of deserving candidate.

**Mathematics Teacher**

* Kuyilapalayam Hr.Sec.School, Kuyilapalayam, Villupuram District, since 2007 to 2009.
* Sri Sampourna Vidyalayam, Puducherry, since 2009 to 2011.
* S.D.A. Hr. Sec. School, Puducherry, since 2011 to 2013.
* Aklavya International School, Puducherry, since 2013 to present.

**Responsibilities Executed**

* Possess strong communication and analytical skills and have the ability to extract, interpret and present relevant information and advice to management.
* Use of aids (Math lab, smart board etc.) to give concrete idea of the concepts to the students.
* Concentrates on feedback from students.
* Keeps good relation with the students.
* Strong interpersonal abilities, with the ability to communicate and work with personnel from a wide verity of professional disciplines and nationalities.
* Well organized capable of operating to tight deadlines.
* Conducted counseling program for class X &XII.
* Computer skills.

**Achievements**

* Best teacher award in School in Aklavya International School (ICSE & ISC).
* Best Initiative and Impact Creator award.
* 100% result in every class.
* Special recognition by Principal and the Management for good work.
* Promoted as a High School Co – Ordinator and Academic Co – Ordinator.
* Promoted as Vice – Principal.

**Academic Qualification**

* Masters Degree in Mathematics (2009 – 2011) from Alagappa University, with 62.3% marks.
* Bachelor of Education (2006 – 2007) from Pondicherry University, with 76.35% (Distinction).
* Bachelors Degree in Mathematics (2003 – 2006) from Thiruvalluvar University, with 74.25% marks.
* Higher Secondary (2001 – 2003) from Jeevanandam Govt. Hr. Sec. School, Puducherry, with 67% marks.
* Secondary (S.S.L.C) (2000 – 2001) from S.D.A. Hr. Sec. School, Puducherry, with 80% marks.

**DECLARATION**

I hereby, declare that the information and fact stated above are true and correct to the best of my knowledge and belief.