



SHAIK SOHAIL

ADMINISTRATOR

Dedicated and results-oriented Academic Administrator with 3 years of experience in leading and managing institution. Proven track record of implementing effective administrative strategies to enhance academic programs, foster a positive learning environment, and drive student success. Skilled in Billing, Documentation, Payment Processing, curriculum design, and policy implementation. Strong communicator with a collaborative approach, fostering partnerships with faculty, students, and parents to achieve educational goals. Committed to maintaining high standards of excellence and promoting a culture of continuous improvement.



sohail0222@gmail.com



9703721253



3_84 club area Rudrampur,
Kothagudem, Telangana,
India

SKILLS

PGDCA

ADV EXCEL

TABLEAU

MS OFFICE

OFFICE 365

LANGUAGES

ENGLISH

Full Professional Proficiency

HINDI

Full Professional Proficiency

TELUGU

Full Professional Proficiency

INTERESTS

BOOKS

INDUSTRIAL VISITS

TRAVELLING

EXPLORING

CRICKET

EDUCATION

BTECH - MECHANICAL ENGINEERING

SHADAN COLLEGE OF ENGINEERING AND TECHNOLOGY

09/2017 - 12/2021

HYDERABAD

DIPLOMA - MECHANICAL ENGINEERING

GOVERNMENT POLYTECHNIC KOTHAGUDEM

08/2013 - 06/2016

KOTHAGUDEM

SSC

St. Joseph's High School

06/2003 - 04/2013

KOTHAGUDEM

WORK EXPERIENCE

ACADEMIC ADMINISTRATOR

MODERN EQRA SCHOOL

08/2020 - Present

Achievements/Tasks

- Strong Interdepartmental Collaboration.
- Successful Conflict Resolution.
- Budget and Resource Management.
- Crisis Management and Safety.
- Billing, Documentation and Payment Processing.
- Ability to coordinate and manage events and emergencies.
- Attention to detail and accuracy.
- Data collection and report preparation.
- Record maintenance and coordination with staff.
- Proficient in MS Office, including Excel and PowerPoint.

SOFT SKILLS

Problem-Solving

Flexible and Adaptable

Active Listening

Decision-Making

Teamwork and Collaboration

Confidentiality