

CURRICULUM VITAE



SASHI RANJAN KUMAR

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CAREER OBJECTIVE:

To build professional experience in Administration and Education industry.

EDUCATIONAL QUALIFICATION:

- Computer course: ADCA. (2020-21).
- Post Graduation (English Hons .)(2020) 1st Div.
- B.Ed. (Maa kamlavati B.Ed. college) (2017) 1st Div.
- B.A (English Hons.) Maltidhari College.(2015) 1st Div.
- Intermediate from BSEB. (Bihar Board 2012) 1st Div.
- High School from BSEB (Bihar Board 2010) 1st Div.

EXPERIENCE:

- * Working as Vice-principal for K.P.S INTERNATIONAL ACADEMY, BHARUCH, GUJARAT. (Since 2017).
- Additional responsibility assigned is the planning and managing of the budgets and Finances. My responsibility includes planning the funds to be utilized for recruitment, Daily expenses, maintaining petty cash records, checking and getting the requisitions Fulfilled, maintaining records of fee collection, collect the arrears after proper Counselling, keeping a check on the utilization of funds for smooth functioning of the Organization.
- Part-time ENGLISH TEACHER with- (I) Adwaita Mission school, Forbesganj. (II) Sanskar Bharti School, Luckeesarai from classes 6th to 10th .
- Over two years experience with 'MANAS VIDYALAYA, C.B.S.E, as Administrator and substitute teacher for all subjects from classes VI to VIII .
- Looking after Accounts and other administrative functions (such as Admissions, Parents Query, Preparing the time table, Marketing and guiding the tele callers, evaluation of Teachers, designing the examination schedule, etc.)
- Overall 7 years of administrative and teaching experience in Educational field.
- Worked for C.I.S.F in the year (2013-2015).

RESPONSIBILITIES IN CURRENT PROFILE:

- Planning for future activities & marketing.
- Correspondence.
- Involved in School affiliation process.
- Handling all Publicity& promotional activities.
- Coordination with the Teachers, Parents, Students, and staff regarding Academic Planning.
- Planning & monitoring teacher's daily task sheet.
- Preparing reports for Performance Appraisal.
- Drafting notices and circulars.
- Provide data and reports as per requirement.
- Engaging parents and caretakers to be effective teachers at home.
- Develop & plan budget along with efficiently managing the resources.
- Work with front line staff to design and implement daily age appropriate lesson/activity Plans.
- Conduct and promote webinars/activities to engage both parents as well as student's Participation.
- Assist in managing program staff and operations: train staff, and prioritize and assign Projects, provide counselling and guidance on professional responsibilities and technical Skills.
- Liasioning and branding of school by interacting with social media, print media and Electronic media.
- Also responsible for Admission Counselling, Planning co-curricular/co-scholastic Activities and events to be conducted during the Academic year and directing the work of Front Office.
- I have worked on the following profiles in the past two years- Data Coordinator (during Virtual Classes), HR Manager (temporary promotion), Activity Coordinator (Performance Based promotion), and Academic Coordinator(Performance based promotion).
- Currently responsible for the entire Administration/Operations. (Performance based Promotion)

PROFESSIONAL SKILLS:

- Good oral and communications skills.
- Ability to communicate with diverse audience.
- Commitment to professional development and training with potential to upgrade skills. In order to meet changing job conditions.
- Ability to motivate, train and work effectively with diverse subordinates.
- Strong experience in volunteer leadership.
- Proficiency in MS Word, MS Excel and MS PowerPoint.

ACTIVITIES:

- Trainer at CISF RTC BHILLAI.
- Games and sports: Cricket and Riffle Shooting.

HOBBIES/INTEREST:

- Listening music and playing cricket.
- Reading books .

Date:-

Place:-

Signature.