**S.Chanda Naidu**

**M/2/8 , Azad Appt Part-1**

**Azad Soc..**

**Ahmedabad – 380 015**

MOB: 9825143981

Email: naiduchanda@gmail.com ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­

**PROFILE**

Over 12 years of experience results-driven leader with extensive entrepreneurial and corporate management experience eager to contribute expertise in handling the entire gamut of business operations with deep rooted skill in Administration, Teaching, planning and direction organizational activities, , Hands-on experience in supervising and guiding staff for the development of the institute . Ability to set goals, building relationship with business associates and potential business clients.

**AREA OF EXPERTISE**

* Strategic planning
* Excellent networking skills
* Excellent in Business communication and Business writing skills
* Efficient motivator
* Expertise in Team / Time management
* Quality conscious
* Responsible for other duties as assigned
* Staffing & Training
* Purchasing & vendor Negotiation

**PROFESSIONAL EXPERIENCE(AT SCHOOL)**

**OM LANDMARK SCHOOL,GANDHINAGAR(DAY BOARDING CBSE SCHOOL)**

**SUPERVISOR Sep,15th 2008 till date**

**SAJANAND SCHOOL AHMEDABAD** From 1996 -1999

**WORKED AS ENGLISH TEACHER**

**ADMINISTRATIVE EXPERIENCE**

**EDUCATIONAL CREDENTIAL**

**M.A. in English (Madhurai Kamraj University) 58 %**

**B.A in English, History – Gujarat University 50 %.**

**M.Ed form Dharwad University 82 %.**

**B.ED. from Gujarat University, 80 %**

**P.Hd in Education**

**M.SC. (Psychology ) (Madhurai Kamraj University) -Result awaiting**

**M.B.A (H.R.A) Global University Delhi 72 %**

**OTHER QUALIFICATION**

* Basic computer training course from ADHS Aptech Ahmedabad, IGNOU
* Fluent in Hindi, English, Gujarati,Telgu,Kannada Language.
* Computer literate ( MS-Office & Internet ).
* Married with one kid
* Date of birth:03.09.1976