

To,

The Manager/Principal/HR

Sunbeam School

Faizabad. 224001

Subject: Application for the post of Principal/Vice Principal/Co-ordinator

Respected Sir/Madam,

I am very energetic person with excellent communication skill and ready to face any target set by your esteemed School. I am willing to work hard and being young I am also eager to add knowledge with experience. I hold a B.ed. degree from “Purwanchal University Jaunpur” in first division and I have also command to do computer work like MS Office, Internet surfing, School Management Software etc. I have 10 year experience in different St. Xavier’s Groups of school like the post of Vice-Principal, Co-ordinator, Front office Manager, PRO etc presently time I am working as a **Manager cum Principal of St. Xavier’s public School at Shrikantpur Azamgarh.**

My resume is sent here with, for your reference. I shall be much thankful to you, If you grant me an interview call at your convenient time. I am looking forward to join esteemed School as early as possible.

Your Faithfully

Dilip Kumar Gupta

738 Rekabganj Faizabad UP

Contact No. 9125310125

Email:- dilipgupta93366@gmail.com

CURRICULUM VITAE

Dilip Kumar Gupta

Add: 738 Rekabganj,
Faizabad (U.P.) 224001
Mobile No. 9125310125
E.Mail:-dilipgupta93366@gmail.com

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OBJECTIVE:

A Challenging job with opportunity to rise and grow, where I can make use of my personal attributes and qualifications and potential for the betterment of the school organization and self.

Key Skills:

- Ability to work with challenging students.
- Ability to coordinate and evaluate staffs and students.
- Proficiency in Computer skills.
- Excellent supervisory, and administrative skills
- Exceptionally good in educational development of each student.
- Having good practical knowledge in M.S. Office, Internet & running school software

Personality Traits:

- Excellent leadership and organizational skills.
- Excellent communication skills
- Positive attitude.

Professional Experience:

- “St. Xavier’s Public School”-**
Shrikantpur Azamgarh 276201
Manager Cum Principal
April 2013 to Present...
- Responsible for the instructional program and administration of the school.
 - Assist teachers for evaluating and improving their teaching skills.
 - Responsible for defining the school’s goals of the total school program.
 - Providing instructions for curriculum implementation.
 - Lead the process for continuous school improvement.
 - Assist to design and develop the schedules for each student using Schools Administrative Student Information System (SASI).
 - Providing training and support to the teaching and non teaching staff for scheduling, attendance, grade reporting, discipline monitoring and instructional decision making.

Other Professional Experience:

10 year Management, Academic & Non-Academic experience in St. Xavier’s Groups of School since April 2006 to till now in different Xavier’s schools like Azamgarh, Sultanpur, Lalganj, Dostpur & Jalalpur.

HOBBIES:

Listening Music & creative something new according to the organization need.

ACADEMIC QUALIFICATION:

- (1) **High school** (Com. Group) from U.P. Board in 1996 with **Second div.** (57%)
- (2) **Intermediate** (Com. Group) from U.P. Board in 1998 with **Second div.**(56%)
- (3) **B.Com** from Dr. R.M.L. Avadh Uni. in 2001, Faizabad with **First div.** (60.60)
- (4) **M.Com** from Dr.R.M.L. Avadh Uni. in 2003, Faizabad with **Second div.**(57%)
- (5)**L.L.B.** from Awadh University Faizabad, in 2010 with **Second div.** (55%)
- (6) **B.ed** from Purvanchal University Jaunpur, 2015 with **First div.** (75%)

STRENGTHS:

Honest & Sincere
Diligent
Creative Skill
Willingness to Learn
Highly Determined

PERSONAL DETAILS:

Father’s Name	: Mr. G.P. Gupta
Date of Birth	: 11.07.1981
Sex	: Male
Marital Status	: Married
Nationality	: Indian
Language Known	: Hindi & English

Place: Faizabad

Date: (Dilip Kumar Gupta)