

Professional Summary

Dedicated and experienced education professional with over 20 years of expertise in school administration and management. Proven ability to lead schools effectively, oversee daily operations, implement academic programs, and foster a positive learning environment. Skilled in staff management, curriculum planning, and student development, with a strong focus on maintaining high educational standards.

Work Experience

Principal

Basilwood Pre-School & Day Care Centre, Bhubaneswar | 2019 - 2023

- Oversaw overall administration and management of the school.
- Developed policies and ensured compliance with educational standards.
- Managed faculty recruitment, training, and performance evaluation.
- Coordinated with parents, teachers, and stakeholders to maintain high academic and ethical standards.
- Implemented student development programs to ensure holistic learning.

Headmistress

Shriram International School, Bhubaneswar | 2015 - 2019

- Supervised academic and administrative activities of the school.
- Conducted staff training sessions to enhance teaching methodologies.
- Introduced modern teaching aids to improve student engagement.
- Maintained discipline and ensured smooth school operations.
- Awarded Best Faculty Award for exceptional leadership and contribution.

Head of Department (HOD)

Little Flower School, Chennai | 2012 - 2015

- Led the faculty team in curriculum planning and implementation.
- Ensured lesson plans met educational requirements and standards.
- Mentored teachers and provided constructive feedback for improvement.
- Managed student activities and coordinated with other departments for seamless administration.

Senior Administrator

Tulsi High School, Hyderabad | 2009 - 2012

- Handled student admissions, faculty coordination, and day-to-day operations.
- Maintained records, handled budget allocation, and facilitated communication between parents and staff.

- Assisted in school policy development and execution.

Key Skills

- School Administration & Leadership
- Curriculum Development
- Staff Training & Management
- Student Mentorship & Discipline
- Parent & Community Engagement
- Budgeting & Resource Allocation
- Educational Policy Implementation
- Conflict Resolution & Problem-Solving
- Event & Program Coordination
- Public Speaking & Communication

Achievements

- Best Faculty Award at Shriram International School for exceptional leadership.
- Successfully managed and mentored hundreds of students across different schools.
- Spearheaded the implementation of new academic programs and learning methodologies.
- Improved school administration efficiency through strategic planning and faculty training.
- Established a collaborative environment among staff, parents, and students.

Education

Bachelor of Commerce (B.Com)

Vikram Dev College, Jeypore