RESUME



 **Sumit Pandey**

 **M.A.(English), M.A. (Education), B.ED**

 ***Principal***

 **Shree Samartha Public School**

 **Akola(M.H.)**

# Objective

I believe my experience, skills, competencies, passion and commitment to continuously improve our educational system for the benefit of our children will make me a great fit for my Institute. I wish to obtain a position in an organization which gives me ample opportunities and Challenges to work and explore my Administrative Attributes and Advocates to enhance my skills. I would love to grow with the same Company which is known for its Goal Driven and Employee Centric Environment in the entire Educational or Service Industry.

**Strength:**

* Master’s Degree in English ; Vinayka Mission University,
* Master’s in Education; Kalinga University
* Bachelor Degree in Education; University of Kashmir,
* 5+ years as Principal for C.B.S.E. higher secondary school boarding & day boarding.
* Dedicated to ensuring the quality of education.
* Committed to helping the youth realize their true potential.
* Passionate about education.
* Excellent planner, motivator and decision-maker.

# Job Profile as a Principal -

I lead the teachers and staff, set goals and ensure students meet their learning objectives. Overseeing the school’s day-to-day operations means handling disciplinary matters, managing a budget and hiring teachers and other personnel. I paid the attention on teacher and staff evaluations, and public relations.

I often sit in on classes, host school assemblies, attend off-site meetings and represent my school at conferences and local or regional events.

## General Planning:

Conceptualizing the broad goals of the school and planning accordingly to ensure that procedures and schedules are implemented to carry out total school program.

##  General Coordination:

Ensuring that the school program is compatible with the legal, financial and organizational structure of the school system.

## Enhancement of Personnel Skills:

Providing activities which facilitate professional growth of the school staff and enhance the quality of the designed program.

## School Objectives:

Identifying the annual objectives for instructional, extracurricular, and athletic programs of the school.

# Work Experience

## Principal; June 2023 till Present

**Shree Samartha Public School & Junior College**

**Akola (M.H.).**

## Principal; 2020 till April 2023

**Sadhu Ram Vidya Mandir**

**Surajpur (C.G.).**

## Principal; 2017 to 2019

 **Gurudev International Public**

School Kaydi, Balaghat (M.P.)Prepares the school’s annual budget in consultation with the finance officer and establishes benchmarks for teachers and personnel to achieve.

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##  Responsibilities:

* Periodically reviews, audits and inspects school’s facilities; classrooms, computers, canteens, restrooms, laboratories, athletic facilities and works to ensure these are upgraded, well-maintained, safe and fully functional.
* Meets with state officials and agencies involved in education to discuss plans on improving the content of the educational curriculum for the purpose of helping student become more competitive on the global level.
* Conducts periodic meetings or get-togethers with parents and school teachers to encourage close collaboration among educational stakeholders in improving the performance of students.
* Presides over the adjudication process; mediating discussions among concerned parties involved whenever teachers issue disciplinary actions that are disputed.

## Principal; 2016 to 2017

**Gurukul Public School Khetia (M.P.)**

##  Responsibilities:

* Developed a building budget; directed and monitored the business and financial matters of the school.
* Managed and ensured that the building has adequate inventories of school property.
* Authored and administered the building’s school operational policies and procedures.
* Interpreted and enforced district school policies and all of its administrative guidelines.

Performed duties as a liaison between the school and the community; encouraged participation of

the community in school activities.

##  Coordinator + PGT (English); 2014 to 2016

**Gurukul ‘The Real English Medium School’ Sendhwa**

## Responsibilities:

I assisted the Principal in all aspects in development of school like - Academic and co - curricular activities. I maintain the discipline in students. I have been developer, Implementer and evaluator of all school program. I set the schedule and review of policies and procedure. I was the responsible for new recruitment and develop the public relation properly.

## Establishing Formal Work Relationships:

Evaluating student progress in the instructional program by means that include the maintaining of up-to-date student data. Facilitating Organizational Efficiency: Maintaining inter-school system communication to improve performance. I maintain good relationships with parents, students and staff, parents. I comply with authority.

# Education

## Master’s – M.A. (English Literature)

 Vinayka Mission University

 **Bachelor’s - B.Sc. (Shridhar University, Pilani)**

 **Professional** **Education** - **M.A. (Education)**, B.ED (Kashmir University)

##  High Secondary Kasturba .H.S.S. - 2000

##  High School Kasturba H.S.S. - 1998

 **Personal information -**

 **Marital Status:** - Married with 2 children

 **Date of Birth:** - October, 26, 1982

 **Hobbies** - Innovation – innovate myself, experiment with new ideas

 ***Sumit Pandey***