**Resume**

Rajiv Kumar Mishra

**Mishra katra Bullanpur, PAC**

**South gate Varanasi-221108**

**CONTACT No.- 08233360592,09215101616**

**E-Mail: rajeevmishravns@gmail.com**

**Application for the post of: Principal/Vice principal**

**OBJECTIVE**

*To obtain an administrative position that will utilize my abilities in communications, public relation, collaboration, technology, curriculum and instructions, and supportive leadership that will result in a positive learning environment ensuring the involvement a success of the institution.*

**JOB SYNOPSIS**

* More than 16 years teaching and five years administration.

Duration : May 2004 to March 2006.

Organization : **Varanasi Public School (CBSE),** Varanasi.(Residential)

Job Position : TGT Biology.

Duration : April 2006 to 31 March 2009.

Organization : **St.Thomas School (ISC)** Gopiganj(Bhadohi).

Job Position : PGT Biology.

Duration : 02April2009 to 12Nov2010.

Organization : **Gyan Deep Public School, Shikohabad**.

Job Position : PGT Biology.

Duration : 14Nov.2010 to 15 March 2013

Organization : **Nimawat Public School (Residential)** Sikar (Rajasthan).

Job Position : PGT Biology.

Period : 18March 2013 to Till 26March 2015.

Organisation : K.V.S. Public School cbse (Kuchaman vikas samiti),Kuchamancity

Job position : Principal

Period : 16Apr2015 to 17May 2017

Organisation : Laxmi international school(Residential) CBSE Sr.Sec.School Delhi road Jaipur

Job position : Principal

Period : 16june2017 till date

Organisation : Nimawat PUBLIC school CBSE (Residential) Fatehpur shekhawati sikar.

Job position : Academic coordinator **CORE FUNCTIONAL AREA**

* Managing effective transaction and distribution of total curriculum to be taught as per the formative and summative assessments.
* Guiding a team of teachers to achieve the target required to fulfill the demand of a school in terms of academic improvement and personnel development.
* Looking after the entire process of buying study materials required for the academic session.
* Responsible for managing and executing the events required to be conducted in the school (non scholastic area including sports, games, youth festivals, seminars and preparing children for competitive exams)
* As the resource personal, responsible to handle all queries related to academics and non academics of the school as per the central boards instructions.
* Responsible to look after salaries, new inductions, recruitments and improvisation of the school through an effective and time saving modes operandi.
* Responsible to look after the marketing, School magazine, house magazine and training programs for the academicians.
* Competent handle residential and non residential schools.

**ADDITIOANL RESPONSIBILITIES HANDLED THROUGH OUT THE CAREER**

* Appointed as Subject Examiner for Evaluation of Answer Sheet Science & Tech. 2006 by CBSE.
* Appointed as external practical examiner for biology (044) by C.B.S.E. For A.I.S.S.C.E. 2010.
* Administrative skill includes handling exam cell, CCE cell, managing and organizing adventure sports.
* Housemaster and co-ordinator.
* Member of discipline committee and **IIT/PMT CELL** in charge.
* House executive (focusing and organizing debate group discussion and other versatile non scholastic areas
* Counseling and competent in remedial teaching skills
* Attended seminar organized by **vikas (A NGO which promote junior scientists and hunting the talents all over India)**
* **PROEFESSIONAL QUALIFICATION**

1. B.Ed. D.D University Gorakhpur (59% Theory, Practical 55% Division II)

* **ACADEMIC QUALIFICATIONS**
* 2002 M.Sc. (Botany) (67.71% Division I) V.B.S. University.
* 1999 B.Sc. (BZC) (66.67% Division I) V. B. S. University.
* 1995 Intermediate (BZC) (49.60% Division II) U. P. Board, Allahabad

1993 High School (Science)(59.34% Division II) U. P. Board, Allahabad

**STRENGTHS :** Possessing self confidence, hard working, positive attitude, enthusiastic, open to

learning, sportive and self driven.

**HOBBIES :** listening song, swimming, playing Martial Arts.

**ACHIEVEMENTS** **:** Secured third position in Martial Arts Competition at national and state level in 1996 and

achieved first Position, in two thousand one 2001(National level)

* **Personal Profile**

Name : Rajiv Kumar Mishra

Date of Birth : 20th July 1978

Father’ Name : Mr. B.C.Mishra

Marital Status : Married.(Spouse Mrs.Preeti Mishra)

Permanent address : Same as mentioned above

***About Me:***

OSimplicity, humbleness and reaching good result with small means, daring to do things in a different way, willing to learn and have a proactive attitude towards different kind of works which includes world class training & reward for performance. Always carry a genuine interest towards work place with a high level of energy drive & commitment.

**Declaration:**

I **Rajiv Kumar Mishra** hereby declare that the statements made in this Bio–Data are True &

Correct to the best of my knowledge and belief.

**References : 1. Dr.R.U.Tiwari**

*Working as* ***Director-Principal*** *in Maharaja Aggarsain*

*Public School, (Senior Secondary School, Affiliated to (C.B.S.E.)*

*Promoted By:* ***Aggarwal Sabha (A Renowned Trust)*** *N.H. -10, Sirsa Road, Fatehabad (Haryana)*.

*Contact numbers: +919996033367,+919416956667*

**2.Shri Om prakash kabra**

**President kuchaman vikas samiti**

**Kuchamancity**

**01586 223322**

**Place:**

**Date: Rajiv Kumar Mishra**