Curriculum Vitae

Name : Pankaj Prasad

Father’s Name : Raj Prasad

Date of Birth: 10/05/1996

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OBJECTIVE

I would like to effectively apply my experience as a deputy school administrator in a new challenging position.

RESPONSIBILITIES

* I was in charge of drawing up plans and statements for each financial year, making sure all expenses were accounted for.
* I helped the deputy school principal come up with methods of effectively handling students’ behaviour within the school
* I am in charge of planning and executing the curricula for the different classes.
* I make sure the curricula are in accordance with the set standards.
* I coordinate the school budget expenditure and liaise with the School Principal on budgetary allocations for different school programs.

ACHIEVEMENTS

* I was awarded the Shri Academy Administrator recognition of excellent performance in 2020 and 2022.

EDUCATION QUALIFICATION

* Master of Education (School Administration) From West Bengal University. 1st Division (2019).
* Bachelor of Education from West Bengal University. 2020, 2nd Division (2017).
* Higher Secondary from West Bengal Council Higher Secondary Education, 1st Division (2014).
* Secondary/Madhyamik from West Bengal Board Secondary Education. 1st Division (2012

EXPERIENCE

* Shri Academy as a Deputy School Administrator

Date: Signature