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|  | RESUME |
| Pravin Dilip Kadam |  |
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**Contact Details:**

E-mail: pravinpawan@gmail.com

Cell No:8329154504

**Summary:**

To be an effective part of a reputed Organization, which respects, talent, system orientation, vision & dynamism in an Individual & Team, and provides a working atmosphere, where, one can perform to his optimum best, so as to, enhance, the growth of an Organization & Oneself. To do dynamic & result oriented work that assists me to excel in my profession. Nearly 9 years of functional experience in Teaching Educational Institutions. Worked for 3 years with Vidyabhuvan Shikshan Prasarak Mandal’s, Sindphana Public School, (CBSE Affiliation No. 1130503), Majalgaon, Dist – Beed, as an Asst. Teacher . Even worked with Mula Educations Society’s Yash Academy for 3 years. Worked with Prabhakar Bahuuddeshiya Alpasankhyank Sanstha’s, Sunrise English Primary School, Bolhegao,Ahmednagar as an Assistant Principal for 1year. Currently working with VJMAT’S Atma Malik International School, Kokamthan as TGT since 3 years even Working as an External Exam Incharge, Conducted 18 competative exams for the students preparing them for future competitive exams.

**PERSONAL DETAILS :**

 Name : Pravin Dilip Kadam

Address : At post Babhleshwar,

Ahmednagar (District)Rahata (Taluka)

Date of Birth : 09/11/1985

Sex : Male

Languages Known: English, Hindi & Marathi

 Hobbies :Photography, Music, Reading, Writing.

**EDUCATIONAL QUALIFICATION:**

**Master of Arts (English),**

Part 1

PVP College Loni

**Pune University.**

**Bachelor of Arts (English),**

St. Francis De Sales College, Nagpur

Grade – Second class

**Pune University.**

**B.Ed.**

Shikashanshastra Mahavidyalaya, Sonai

Grade – Second class

**Pune University.**

**Higher Secondary Course (HSC)**,

PVP Junior College, Loni

Grade – Second class

Nasik Board

School Secondary Course (SSC),

Vidya Vikas Public School, Babhleshwar

Grade – Second class

**Skill Highlights :**

* Remained Class Teacher for Standard VI,VII,VIII.
* Administration.
* Good hands over digital Classroom, Used Teach Next Digi Class,Language Lab,Students App for Parents School Communication.
* Innovative
* Service-focused
* Time Table Arrangements and settings.
* Arranged annual cultural programme.
* Student evaluation, Keeping up the evidences in CBSE formats, Engaging activities,Comprehension Lesson plans, Interactive assessments.

**EXPERIENCE**

**TGT English –Atma Malik International School, Kokamthan.**

 **April 2017 to till Today’s date.**

* Awarded as Best Teacher and Exam Coordinator by Bombay Stock Exchange through EDUHEAL Foundation
* Successfully handled Test Moz application for Pre-Periodical Test and trained teachers in this application.
* Drafted & Directed Atma Malik School Documentary.
* Translating various documents of the trust as well as translated Marathi Dramas for Lalit Kala Academy Books,Kokamthan.
* Drafted and prepared Prospects, Banners of the AMIS.
* Competitive Exam Head for three years in AMIS.
* Developed team communications and information for meetings.
* Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
* Maintained excellent attendance record, consistently arriving to work on time.

**Vice Principal- Sunrise English Primary School, Bolhegao,Ahmednagar**

**June 2016 to June 2017**

* Performed classroom evaluations to assess teacher strategies and effectiveness.
* Coordinated yearly operations and staff budget, tracked expenses and documented actions.
* Oversaw administrative functions such as schedule management and protocols for orientation, registration and related activities.
* Monitored and evaluated educational programs to maintain high-quality performance objectives and standards.
* Administered all facets of personnel policies and procedures, including conception, modification and approval of professional staff additions.
* Oversaw scheduling, orientation, and other support areas.
* Met with parents to discuss student performance and behavioral issues.
* Facilitated continued education for teaching staff through implementation of quality curriculum training and appropriation of necessary resources.
* Acted as principal as needed for day-to-day running of school as well as key decision making.
* Reviewed and selected curriculum and technology resources.

**TGT English and Exam Coordinator,**

**VSPM’s, Sindphana Public School , Majalgaon, Beed -June 2014 to June 2016**

* Implemented program-level departmental policies and procedures and managed budgets to support educational program and curriculum.
* Evaluated programs and monitored implementation and compliance with regulations to achieve objectives.
* Conferred and resolved education-related issues and problems with students, parents and school officials.
* Developed partnerships with parents, businesses and organizations to build awareness, increase support and share resources.
* Directed day-to-day operations of education program and supervised support staff to delegate assignments and evaluate performance.
* Planned and implemented staff development and in-service training programs to enhance knowledge and skills.
* Scheduled educational activities, faculty lectures and departmental events to drive mission and values of institution.
* Represented educational program at meetings and conferences to serve as subject matter liaison for array of services and activities assigned.
* Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.

**Rector, Mula Educations Society’s Yash Academy, Sonai, Ahmednagar**

**June 2009 to June 2013**

* Oversaw administration and management of all areas of school.
* Hostel administration.
* Timetable preparation.
* Communicating with parents.

**COMPUTER LITERACY :** Accounting Package Tally 9.1 ERP, Proficient in usage of MS Office 2007, Tally 9.1.ERP Application i.e. Word, Excel, Power Point.

 (Pravin D. Kadam)