NIKUNJ J. PANCHAL

DETAILS

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PROFILE

Dedicated School Principal with over 1 year experience leading educational staff, implementing curriculum standards, and managing school budgets. Skilled in mentoring teachers, coordinating schedules and overseeing capital projects. Proven ability to meet with parents, counsel students, and maintain school security. Experienced in gathering standardized testing data and executing school district policies. Adept at fostering a collaborative team environment and ensuring adherence to company standards and safety regulations. Seeking to bring leadership and education expertise to school in the UAE.

EMPLOYMENT HISTORY

School Principal, Sarvoday High School, Valsad, Gujarat, India
MAY 2023 – MAY 2024
- Managing teachers and school staff
- Assigning tasks and coordinating schedules
- Mentoring and arranging professional development opportunities
- Developing and implementing curriculum standards
- Proposing and managing the school budget
- Gathering standardized testing and reporting data
- Executing on school district policies
- Meeting with parents to discuss student progress and behaviour
- Disciplining and counselling students
- Arranging and maintaining school security
- Writing reviews and recommendations

Physics Faculty, St. Mary's School, Vapi, Gujarat, India
JUNE 2019 – APRIL 2023
- Preparing and delivering lecture sessions.
- Overseeing laboratory activities.
- Assigning projects and assignments to the students.
- Maintaining examination grades and attendance.
- Planning and creating teaching materials.

IT Head (Computer), ST. Francis' School, Vapi, Gujarat, India
MAY 2011 – FEBRUARY 2014
- Provide professional leadership and management to ensure high-quality teaching and optimal resource utilization.
- Lead the development of school policy and facilitate departmental meetings.
- Evaluate the effectiveness of the curriculum and establish departmental priorities and targets.
- Set and monitor staff and student targets while reviewing progress.
- Prepare and deliver lecture sessions, oversee laboratory activities, and assign projects to students.
- Maintain examination grades and attendance, and plan and create teaching materials.

Manager, ASCII Pvt. Ltd., Mumbai, Maharastra, India

FEBRUARY 2006 – MAY 2011

- They're responsible for daily management through the life cycle of the program.
- Ensure projects and programs are aligned with the strategic plan of the organization
- They define the program controls, or the processes, procedures, reporting, etc., to manage the program.
- They plan the overall program and monitor progress to ensure that milestones are being met across various projects and programs.
- They manage the program budget.

Centre Manager, Aptech Computer Education, Killa Pardi, Gujarat, India

MAY 2002 – JANUARY 2006

- Developing and implementing operational policies and procedures to maintain workflow efficiency.
- Monitoring work Centre performance, analyzing reports, and adjusting processes as necessary to improve productivity and quality.
- Managing the budget for the work Centre, ensuring resources are used efficiently and costs are controlled.
- Conducting regular staff meetings to update team members on best practices and ongoing internal policies.
- Handling conflict resolution, fostering a collaborative team environment, and ensuring staff adhere to company standards and safety regulations.

Software Developer, MaxiMaa Systems Ltd. Valsad, Gujarat, India

NOVEMBER 1999 – APRIL 2002

- Execute full software development life cycle (SDLC).
- Develop flowcharts, layouts and documentation to identify requirements and solutions.
- Write well-designed, testable code.
- Produce specifications and determine operational feasibility.
- Integrate software components into a fully functional software system.

EDUCATIONAL QUALIFICATION

- B.Sc. (Physics) from VNSGU, Surat in 1999 AD.
- M.Sc. (IT) from Sikkim Manipal University, Sikkim in 2012 AD.
- B. Ed from Singhania University, Rajasthan in 2021 AD.
- M.Sc. (Physics) from Singhania University 2023 AD.

CERTIFICATION

- PMP preparatory training course from S P Jain Training & Research Institute, Mumbai.

PERSONAL DETAILS

Birth Date	:	12th August 1978
P. Address	:	Gujarat, India
T. Address	:	Bur Dubai
Visa	:	Freelance Visa

LANGUAGE SKILL

English : Expert   **Gujarati :** Expert   **Hindi :** Expert

SKILLS

Leadership skills	Teamwork	Collaboration
Organizational skills	Problem-solving	Event planning
Fundraising experience	Critical thinking skills	Decision making