

CURICULAM VIATE

(MGT/ADMIN HEAD / BURSAR POSITION)

SURYA KANT VERMA

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PROFESSIONAL EXPERIENCE – (12+ in School Management)

Laxmi Vidyapeeth, Sarigam - Gujarat — *Campus Administrator* **since March 2023** Laxmi Vidyapeeth, Sarigam residential campus includes two schools (Laxmi International School (CBSE) and Laxmi Global School (Cambridge) and Degree Diploma and MBA colleges. The campus is spread across 120+ acres and has Hostels, Staff quarters, Auditorium, Mess, Swimming Pool, Temple and Sports infrastructure for multiple sports along with most sophisticated class rooms equipped with Smart Boards, Science Laboratories and Computer Labs.

- Supervising Campus day today administrative work.
- Campus Round with monitoring to all kinds of safety and observation and control to Mess, Hostel, Temple, Garden, Canteen, Swimming Pool, Transport & Security etc.
- Admin Staff leaves approval, Increment, Hiring & CBSE affiliation and student's data record by UDISE + works etc supervision.
- Finance Budget expenses control, Bill passing for payment, Goods Issue & Purchase approval by ERP system etc.
- Daily meeting with all Supervisors and daily work assigned.
- Coordinate with our Trustee, Director and Principal Sir's.
- Time to time maintenance of AMC / Agreements of Campus Properties.
- College and School student's class and especially motivational speech time to time in campus.
- Organized proper event in auditorium and our side if required time to time and supervision to admission team.
- Monitoring Campus Security, Temple, Mess, Hostel, Auditorium observation and assigning duties etc.

Alpha Beta School, Jaipur — *School Manager (Administration & HR)*
Sep 2014 to March 2023

- To take care of the day to day functioning of the activities of the school all administrative processes school and Management.
- Supervising the purchase, accounts, admission, transport, maintenance, security, housekeeping fee collection.
- Maintains office efficiency by planning and implementing office systems.
- Transport, Annual Function, Meeting Supervision.
- CBSE Affiliation work and Government office work.
- Responsible to all school activity Parents, Teachers, Staff and Students meeting time to time.

SKILLS

- Administrative Leadership
- School Management
- Facilities Management
- Event Management
- Budget Management
- Vendor Management
- Repair & Maintenance
- Government & CBSE Affiliation work
- Human Resources Management
- Office Management
- Management Coordinator
- Problem Solving
- Admission team supervision
- Media/Advertisements

Hobbies

- Books Reading
- Time share with my Family and tour

Language

- English
- Hindi

Birla Institute of Technology — *In-charge of Students & Admin office*
Nov 2005 – July 2014

- Monitor and supervise the administrative staff work.
- Implement and maintain office administrative procedures and systems.
- Resolve conflicts and other issues.
- Purchase and Store office in-charge.
- Student's activity In-charge.
- Handle scheduling, record-keeping and reporting.
- Transport and Admin office maintain.
- Birla Balika Vidyapeeth School Pilani and others Campus assigned special task office.
- Time to time assign new responsibility by management.

EDUCATION

- **Birla Institute of Technology, Mesra, Ranchi (**2002 - *2004)*
  MBA (HR & Finance) Full time regular

- **Ranchi University, Ranchi** (1998 - *2001)*
  Bachelor of Commerce (Hons.) Full time regular

- **Alice InfoTech, Ranchi** (1998 - 1999)
  Diploma in Computer Application. Full time regular

PROJECTS

- Six weeks of the project during my MBA Program from ICICI Bank Ltd. Ranchi Branch under the topic of the critical study of Housing Loan Provided by Private Sector Bank Specially Reference of ICICI Bank Ltd Ranchi Branch.

- Six weeks of the project during my MBA Program from M/s Usha Martin Ltd. Ranchi under the topic of Effectiveness of fund flow as an importance tools of financial analysis.

PERSONAL DETAILS

Fathers Name : - Late Shri Mohan Lal Verma
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Place: **Surya Kant Verma**

EXTRA ACTIVITY & ACHIVEMENT

- Received letter of Appreciation for successfully completed all over responsibility of Administrative role and smoothly team control and in CBSE 3days CLUSTER ATHLETIC MEET XII, 2023-24

- Independent control more than one year time of COVID-19 of Academic Part of CBSE School independently Teachers assessment/ online class Arrangement for student's teacher / Class policy upgrade staff function and CBSE affiliation work, Parents meets over all Independent all responsibility of school etc.

- Experience *of running an entire CBSE school independently for more than 1 year supervision to our admin and academic team to proper guidance for run it smoothly.*