

## CURRICULUM VITAE

### **PERVEEN KUMAR THAPAR**

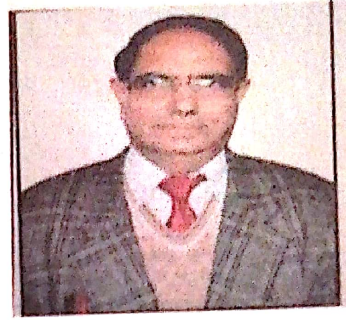
H.no- 27 A (PVT), Parsi Bagh,

Jawahar Nagar, Srinagar,

Jammu& Kashmir, 190008.

Mobile no - +91-7006515375, 9419079935

E-mail: [pkthapar11@gmail.com](mailto:pkthapar11@gmail.com)



#### **1) OBJECTIVE:**

I have experience of more than 36 years in education field. I believe my experience, skills, competencies, passion and commitment to continuously improve our educational system for the benefit of our children will make me a great fit for Khalsa Higher Secondary School.

#### **2) WORK EXPERIENCE:**

- i) **HEAD MASTER; 2020 – Present.**  
Tiny Harts School, Tengpora

##### **Duties and Responsibilities**

- Prepares the school's annual budget and handle all the financial activities.
- Periodically reviews, audits and inspects school's facilities; classrooms, computers, canteens, restrooms, laboratories, athletic facilities and works to ensure these are upgraded, well-maintained, safe and fully functional.
- Meets with state officials and agencies involved in education to discuss plans on improving the content of the educational curriculum for the purpose of helping student become more competitive on the global level.
- Conducts periodic meetings or get-togethers with parents and school teachers to encourage close collaboration among educational stakeholders in improving the performance of students.
- Presides over the adjudication process; mediating discussions among concerned parties involved whenever teachers issue disciplinary actions that are disputed.

**Principal**  
**Khalsa High School**  
**M.M. Bagh, Srinagar**



ii) **Principal; 2018- 2020**

Devki Arya Putri Pathshala, Wazir Bagh.

**Duties and Responsibilities**

- Developed a building budget; directed and monitored the business and financial matters of the school.
- Managed and ensured that the building has adequate inventories of school property.
- Authored and administered the building's school operational policies and procedures.
- Interpreted and enforced district school policies and all of its administrative guidelines.
- Performed duties as a liaison between the school and the community; encouraged participation of the community in school activities and vice versa.
- Upgraded the school infrastructure by installing the CCTV Camera, Online Classroom, Teacher Attendance Machine, Etc.

iii) **Office In Charge; 2017- 2018**

Burn Hall School, Sonwar.

iv) **Math Teacher; 1984-2017**

Burn Hall School, Sonwar

- I was appointed in 1984 under Father Dominic as a Math Teacher.

3) **OTHER ACTIVITIES:**

- i) I started NCC activities in Burn Hall School, I achieved B-Certificate at the post of Sub Lieutenant (Naval Wing).
- ii) In 1988 in Burn Hall School I organized Foreign Student Tour to Bangkok and Singapore.
- iii) In 1989, again I organized the Foreign Student Tour to Singapore and Malaysia.
- iv) Member of the Managing Committee of the Burn Hall School.

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- v) I was in-charge of all the summer organized by school at different places in Kashmir.

4) **EDUCATIONAL QUALIFICATIONS:**

- i) B.sc (Kashmir University)
- ii) B.ed (Kashmir University)
- iii) M.ed (Kashmir University)

5) **SKILLS:**

- Writing curriculum for department
- Problem solving
- Facilitating meetings
- Coordinating professional development for employees
- Developing instructional strategies

To all my services till date, I have worked with dedication and will continue in the near future if the chance will be given to me. Hope you will also find my services to the best and I would appreciate a response at your earliest convenience.

Principal  
Khalsa High School  
M.M. Bagh, Srinagar

