



# ALICE GEORGE M

## PRINCIPAL/HEAD OF THE SCHOOL

### Contact

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+91 9497668227

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**Email**

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**Address**

MRI 197, Evannoor, Cheroor P.O,  
Thrissur, Kerala.

Dear Hiring Committee,

I am writing to express my interest in the vacant role at your school as advertised. With a robust educational background, extensive teaching experience, and a proven track record of effective leadership, I am confident in my ability to contribute to the continued success of your institution.

I hold a Master of Science degree in Mathematics and a Bachelor of Education degree from Calicut University, Kerala. My academic achievements include consistently securing First Class honors in both degrees, reflecting my dedication to excellence in education. Moreover, my teaching experience spans several prestigious institutions, including my recent role as the Head of the School at VSMM GVHSS, Ollur, Thrissur.

In my current position, I have successfully orchestrated overall school administration, implemented strategic plans, and led curriculum development efforts to enhance educational standards. My leadership roles, such as serving as the SRG Convener and coordinating cultural programs, have allowed me to develop strong organizational and managerial skills. I am adept at building and maintaining relationships with parents, the local community, and educational authorities, fostering a positive and collaborative educational environment.

Throughout my career, I have been actively involved in extracurricular and cultural activities, including coordinating math clubs, language competitions, and literary events. My ability to motivate and inspire students, teachers, and staff is evidenced by my achievements, including winning the teaching material competition in the State of Kerala and receiving recognition for good entry service from the District Education Officer in Thrissur.

One of my key strengths is my commitment to personal development. I have undergone personality development training and regularly engage in activities that contribute to my ongoing growth. My focus on providing individualized attention to low-achieving students, coupled with my counseling abilities, reflects my dedication to the holistic development of each student.

I am confident that my skills in staff management, effective communication, problem-solving, and curriculum development align with the requirements of the vacant role at your School. I am excited about the opportunity to contribute to the success of your institution and continue fostering a positive and enriching learning environment.

Thank you for considering my application. I look forward to the possibility of discussing how my experiences and skills align with the needs of organization.

Sincerely,

**ALICE GEORGE M**



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Thrissur, Kerala.

### Education

- **MASTER OF SCIENCE** 1988-1990  
Mathematics 81%, First Class  
Calicut University, Kerala.
- **BCHELOR OF EDUCATION** 1991-1992  
Mathematics 61%, First Class  
Calicut University, Kerala.
- **BACHELOR OF SCIENCE** 1988-1990  
Mathematics 61%, First Class  
Calicut University, Kerala.

### Achievements

#### Teaching Experience:

- Worked as a resource person for English and Mathematics for both students and teachers.
- Served as the Math club secretary.

#### Cultural Programs:

- Coordinated cultural programs in school.

#### Leadership Roles:

- Served as the SRG Convener.
- Coordinated SRADHA.
- Acted as the Vidhyaragam convener.

#### Language:

- Served as a Spoken English resource person.
- Also involved as a litterateur.

#### Recognition and Awards:

- Received good entry service from DEO, Thrissur, Kerala.
- Won the teaching material competition in the State of Kerala.
- Achieved class topper status during studies.

#### Literary Activities:

- Actively engaged as a litterateur, showcasing a passion for literature and writing.

#### Personal Development:

- Underwent one month of personality development training.
- Engaged in regular follow-ups for ongoing personal development.

### CAREER OBJECTIVE

Dedicated and passionate education professional with a multifaceted skill set and a proven track record in leadership, teaching, and school administration. Seeking a challenging role where I can leverage my motivational, organizational, and leadership qualities to contribute significantly to the growth and success of an educational institution. Eager to utilize my expertise in curriculum development, staff management, and student-centric approaches to foster a positive and enriching learning environment. Aspire to continue making a meaningful impact on students' lives by providing guidance, support, and innovative educational strategies. Open to dynamic roles that allow me to blend my extensive teaching experience, leadership acumen, and commitment to continuous improvement in the field of education.

### WORK EXPERIENCE

#### Head Of The School

2022-Present

VSMM GVHSS, Ollur, Thrissur

- Orchestrated the overall administration, ensuring the smooth functioning of daily operations.
- Devised and implemented strategic plans, elevating education quality and school performance.
- Led curriculum development efforts, aligning teaching methodologies with educational standards.
- Oversaw the recruitment, training, and evaluation of teaching and administrative staff.
- Nurtured strong relationships with parents, the local community, and educational authorities.

#### Head Of The School

2020-2022

GVHSS, Odakkali, Ernakulam

- Continues to spearhead overall school administration, implementing strategic plans for continuous improvement.
- Directs curriculum development, ensuring its relevance and alignment with educational standards.
- Manages staff recruitment, training, and evaluation to maintain high educational standards.
- Sustains and expands relationships with parents, the local community, and educational authorities.
- Maintains efficient budgeting and financial planning for various school initiatives.

#### Senior Teacher

2017-2020

#### Mathematics, English, Hindi Teacher

2009-2020

GGHSS Manjeri, Malappuram.

- Instructed students in Mathematics, English, and Hindi, utilizing effective teaching methodologies.
- Developed and executed comprehensive lesson plans, ensuring coverage of curriculum standards

# Skills

- A good motivator with a strong ability to inspire students, teachers, and staff.
- Skilled organizer, proficient in managing various aspects of school activities.
- Demonstrates high leadership qualities and effective staff management.
- Capable of conducting cultural activities at a high standard.
- Excellent communication with both parents and teachers.
- Skilled anchor and announcer for events.
- Competent in managing any school, emphasizing adaptability to diverse learning styles.
- Effective problem-solving skills in educational settings.
- Special focus on low-achieving students, providing individualized attention.
- Ability to provide counseling to both students and parents.
- Capable of motivating teachers and staff to maximize performance.
- Demonstrates self-discipline and punctuality.
- Views a school job as a passion.
- Values and appreciates leadership qualities.
- Specialized methods to help students achieve maximum scores in public examinations.
- Capable of representing the school's interests with higher authorities.
- Proficient in managing school timetables.
- Can effectively use CCTV footage and speaker systems for school management.
- Acts as a mentor for English and mathematics teachers.
- Enthusiastic about guiding students towards achieving their goals and fostering spirituality.

# Language

English	
Malayalam	
Hindi	

- Organized and led extracurricular activities, including math clubs and language competitions.
- Assumed the role of Senior Teacher, providing guidance and support to junior colleagues.

## Mathematics, English, Hindi Teacher

1998-2009

GHSS Pandikkadu, Malappuram.

- Instructed students in Mathematics, English, and Hindi, employing effective teaching methodologies.
- Developed and executed comprehensive lesson plans, ensuring coverage of curriculum standards.
- Contributed to curriculum development, adapting teaching methods to enhance student comprehension.
- Engaged in extracurricular activities, fostering a holistic learning environment.

## Mathematics and GK Teacher

1994-1997

St. Mary's ICSE English Medium School, Hoshiarpur, Punjab.

- Instructed students in Mathematics and General Knowledge at St. Mary's ICSE English Medium School, Hoshiarpur, Punjab.
- Implemented effective teaching strategies to enhance student understanding in Mathematics.
- Developed and delivered lessons on General Knowledge, broadening students' awareness.
- Contributed to the educational environment by fostering a strong foundation in both subjects.

## Mathematics Teacher

1992-1994

Presentation English Medium School, Perinthalmanna, Malappuram

- Instructed students in Mathematics, utilizing diverse teaching methods to cater to different learning styles.
- Developed and implemented effective lesson plans, ensuring coverage of curriculum standards.
- Fostered a positive and inclusive learning environment to enhance student engagement.
- Monitored and assessed student progress, providing constructive feedback to promote academic growth.
- Collaborated with colleagues to contribute to the overall educational objectives of Presentation English Medium School.

## Tutor

1988-1992

Different institutions in Malappuram.

- Provided personalized academic support to students in various institutions in Malappuram.
- Assisted students in understanding and mastering key concepts in diverse subjects.
- Adapted teaching methods to accommodate different learning styles and individual needs.
- Conducted one-on-one or group tutoring sessions to address specific academic challenges.
- Contributed to the academic success of students by offering guidance and reinforcement of essential skills.

# REFERENCES

## Dr.Ansar K

District Education Officer, Thrissur.

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## Suja S

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VSMM GVHSS Ollur, Thrissur.

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