**SATISH KUMAR TRIPATHI**



**CAREER AIM:-**

Presently I am working in KendriyaVidyalaya Sangathan (KVS in Short), a premier Educational Institute under Government of India running a chain of more than 1100 schools spread across length and breadth of the India and abroad. I am taking care of Organizational Set-up, Implementation of Govt. Rules, legal issues, disciplinary issues and facilitation in academic activities etc.. The current set up Government Rules will allow me further promotion after a long Gap. I am therefore looking for a new position, one that will build on my skills and experience of management of chain of schools and allow me to scope for upward movement.

**EMPLOYMENT:-**

1. Bundelkhand Chamber of Commerce and Industries, Jhansi (UP) 1987-1989

(As Office Assistant left the job to Pursue B.Ed.)

5. KendriyaVidyalaya Sangathan 1992 till date

(Currently Administrative Officer)

***(Always stood first rank in all departmental Examinations)***

**EXPERIENCE (Secretarial):**

1. All Office/ Secretarial work, Office Procedure, Office Management Accounts and Administrative Matters, Arrangement of Meeting Hosting and Concluding meetings, Drafting Minutes.

**SCHOOL MANAGEMENT:**

2. Managing a School, Time Table, class, Arrangement, Admissions, Maintaining discipline among staff and students. Safety Measures for student and school. Communication with local bodies and

Government. Coping with the rules and regulations flowed by Govt. and standard and pace setting institutes. Affiliation of school with CBSE and other boards.

**School Chain Management(State Level):**

3. Controlling from Regional Level. Recruitment, Promotion and Transfer of Staff Managing and controlling discipline and legal matters pertaining to student and Staff. Quality of education,Uniformity among schools under control of a 60 schools. Crisis Management.

**School Chain National Level(1085 Schools):**

4. Establishment of KVS (HQ). Posting and personal Matter of Principal, teachers and officers, transfer posting etc. and assessing performance.

5. Dealing with Fund Management of Provident Account of nearly 56 thousand employees. Management and Investment of PF deductions corpus which is nearly two thousand crores increasing at the rate of Rs.30 crores. Managing investment un such a way that all retirement benefits to staff accrue from invested provident fund no liability on Govt. due to my sincere efforts we were able to adopt and mechanized New Pension Scheme successfully and achieved almost 100% target while most of the other institutes when yet to understand the system.

**OFFICIAL**

1. Knowledge of all Office Work

2. Working Knowledge of Computers.

3. Class Room Teaching up to Class X and XII level.

4. Being son of an Army Officer and in Central Govt. Institute moved frequently to most of the

parts of north and central India, hence high adaptability to new situations. And understanding

cultural regional and lingual aspects of North, South and central India (including J&K, North

East).

5. Affluent in Hindi and English and Understanding of most of the languages of north and central

India.

**TRANSLATION**

1. Translation English to Hindi and Vice-versa.
2. Doing Translation work effectively from March 2015.
3. Translated six thesis for university Students.
4. Translation of few Medical and legal Papers.
5. Written sub-titles in Hindi for many Hollywood Movies, Proof-reading and quality checking of subtitls also been done. As of now I have done 36 Hollywood movies subtitling in Hindi they includes \_”Forst/Nixon”(Many academy awards), The Vampire, Karate Kids, Funny people, Dracula Movies etc. Further 600 + Hollywood TV Serials.
6. Currently writing sub-titles in Hindi for 06 Hollywood Serials.
7. Have ample study of standards of subtitling.
8. Translated many reagional serials in hindi such as Nagini,

**WRITING**

1. Writing articles/stories/poems in Hindi as Freelance Writer three stories and many poems published. Presently writing script for a Hindi movie and a novel.

But… Still wanna be a established writer!

**PERSONAL DETAILS:**

Age: 48+

Date of Birth: 25.07.1970

Nationality: Indian

Status: Married and Two Sons (25&21)

Health: Excellent Health

Interests: Sports, Literature, Writing fiction and poetry History, Spiritual, Net Surfing

and understanding child Psychology etc...

**EDUCATION:**

1. Matric and Intermediate CBSE Board 1984-1986

2. Graduation (BA in English, Hindi &Geo) CBSE Board 1987-1990

3. B.Ed. (Bundelkhand University) 1992

4. Post-Graduation.(English Lit.) 1993

**Date: 5-07-2019**

**Place: Gurugram** **(Satish Kumar Tripathi)**

**Mobile No. 8111971178**