



ARPAN CHAKRABORTY

School Principal, Administrator,
Academic Coordinator



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OBJECTIVE

To leverage my leadership, organisational, and academic expertise to foster a dynamic and inclusive learning environment as an academic head. With a commitment to excellence, I aim to drive innovative educational practices, enhance student outcomes and empower teachers to achieve their fullest potential, contributing to the holistic growth of the institution. I seek challenging opportunities where I can fully use my skills for the success of the organisation.



SKILLS

Diploma in Computer Science & Application

AIFF & AFC Licensed Football Coach (D & E licensed) Over 10 years of experience as a football coach at institutions like The Future Foundation School and German Football Academy

Football Referee under the All India Football Federation and a former District - level football player

Human Resources Management and Internet Marketing

Leadership and coaching certifications from All India Football Federation & Asian Football Confederation

computer course of Tally 7.2 and 9.00 versions

Yoga

Drawing

All India Football Federation Futsal Coaching Course



INTERESTS

School Principal

School Administration & Academic Coordinator



EXPERIENCE

South Breeze School

January, 2015 - November, 2017

Computer Teacher, Sports Teacher &
Academic Coordinator

Served as Academic Coordinator, Computer Teacher and sports teacher for Grades Pre Nursery to Class X

Focused on curriculum management and school administration and discipline

Programming language namely Scratch

Conducting the Physical Education Class

St. Denis School, Howrah

January, 2018 - December, 2020

Academic Head, Administrator (Admin Head)
Held positions as Administrator, Academic coordinator, Teacher in charge, and invigilator for ICSE & ISC

Managed timetables, Discipline and academic coordination

National Football Referees & Coaching
Teaching English & Computer
Sports
Yoga



LANGUAGES

English
Bengali
Hindi



ACHIEVEMENTS & AWARDS

Certificate of Diploma in Computer Application
Certificate of Fundamental Knowledge of Computer
Certificate of Completion of Basic Computer Science
Certificate of Introduction to Amazon Elastic Compute Cloud (EC2) from EWS
Certificate of Microsoft Office (Mind Optimizer)
Certificate of Python from Sigma Institute of Engineering
Certificate of Domestic Data Entry Operator (English) from National Skill Development Corporation
Certificate of Human Resources Management and Internet Marketing course from E-Learning college
Certificate of "Planning Training Session" in football
All Bengal Champion in Yoga competition

Al- Ameen Mission, South 24 Parganas

January, 2021 - December, 2024

Academic coordinator, Admin head
Headed Administration, sports, computer, accounts, educational tours, and discipline departments

Organised events like Teachers day, Annual Sports Day, and Parent - teachers meeting (PTMs)

Look up all admission requirements

Discipline In Charge

Organise Meetings between teachers and Management (HM, Advisor)

Expenditure head i.e. responsible for accounting of all expenditures.

Allocate money for school management.

Solving issues of teachers, students and internal management.

Coordinating of parents teacher meetings in every sessions

Heritage Model School, Haringhata, Nadia

January, 2025 -

Principal (Academic Head & Administration officer)

Currently serving as Principal, Academic Head and Administrative Head.

Leading efforts to foster institutional growth and holistic student development.



EDUCATION

Bachelor of Commerce

2023

Calcutta University

Master of Business Administration (MBA)

2024

St. Xavier's College (Indira Gandhi National Open University)

Pursuing



PUBLICATIONS

All India Football Federation profile Link (Coach)

<https://www.the-aiff.com/coaches/profile/2021FEB14247>

All India Football Federation profile Link (Referee)

<https://www.the-aiff.com/coaches/profile/390449>

LinkedIn profile link

<https://www.linkedin.com/in/arpan-chakraborty-606360218/>

Indeed Profile Link

https://profile.indeed.com/?hl=en_IN&co=IN&from=gnav-menu-jobseeker-profile--profile-one-frontend

**DECLARATION**

I assure that every information in the document is true and accurate. Therefore, I take full responsibility for correctness of my words.

**ADDITIONAL INFORMATION**

I am writing to express my keen interest in joining at your esteemed institution , in a leadership role within academics or administration. With over 13 years of diverse experience in teaching, school administration, and sports coordination, I am confident that my skills and expertise align with the vision and values of your esteemed institution.

Throughout my career, I have been committed to fostering academic excellence, student well-being, and institutional growth. My leadership approach is rooted in empathy, teamwork, and integrity, inspiring both staff and students to reach their full potential. Additionally, my deep involvement in sports has instilled in me valuable lessons in discipline, collaboration, and leadership—principles that I seamlessly integrate into my professional endeavours.

I would welcome the opportunity to discuss how my experience and vision for education and sports can contribute to the continued success of your institution. Thank you for your time and consideration. I look forward to the possibility of contributing to your institution's mission.

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