**[High School Managing Director](https://www.postjobfree.com/resume/adzd1z/high-school-managing-director-queens-ny)**

**Location:**Queens, NY

**Posted:**September 01, 2023

**Contact Info:**

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**Resume:**

Muhammad Mamunur Rahman

170-02, 89 Av, Jamaica, NY-11432, (516)-961-9101, mamunrahman960@gmail.com

OBJECTIVE: Seeking a Homecare position in which I can use my academic transcription and experience.

SUMMARY OF QUALIFICATIONS:

More than 20 years of experience in management and director position.

Excellent communication and collaboration skills

EDUCATION:

Nazimuddin University College, Bangladesh, Bachelor of Arts, 1995

Rajendra University College, Bangladesh, Higher Secondary School Certificate, 1993

Sharifabad High School, Bangladesh, Secondary School Certificate, 1991

COMPUTER SKILLS:

Productivity Tools : Microsoft Suites (Word, Powerpoint, Excel)

Online Tools : Zoom and Google Classroom.

PROFESSIONAL EXPERIENCE:

September, 2002- July, 2023 (20 years)

Managing director of E, Haque Coaching Center & South Ideal School College, Dhaka-Bangladesh

Duties:

Program Development and Management:

Design and implement comprehensive tutoring programs tailored to students' needs and learning objectives.

Develop curriculum plans and learning materials to support various subjects and grade levels.

Monitor and evaluate program effectiveness, adjusting improve student outcomes.

Staff Supervision and Training:

Recruit, hire, train, and mentor a team of tutors, ensuring they possess the necessary skills and qualifications.

Conduct regular performance reviews and provide constructive feedback to tutors.

Coordinate professional development opportunities to enhance tutors' teaching skills and subject knowledge.

Student Support and Engagement:

Assess students' learning needs and goals, and match them with suitable tutors.

Provide ongoing guidance and support to students, monitoring their progress and addressing any academic challenges.

Foster a positive and inclusive learning environment to promote student engagement and motivation.

Budget Oversight:

Manage the tutoring center's budget, including resource allocation, expense tracking, and cost-effective solutions.

Communication and Collaboration:

Maintain open and effective communication with students, parents, and faculty to address concerns and provide updates on students' progress.

Collaborate with school administrators, teachers, and other stakeholders to align tutoring efforts with academic goals.

References : Available upon request