



# Mr. John Enoch R D

DAE., B.Sc.

## Office Manager

+91-9065501165

johnenoch@kcs.edu.in

## PROFESSIONAL INFORMATION

Job Title/Position	Department	Years of Experience	Teaching Experience
Office Manager	Administration	14	6

## ACADEMIC BACKGROUND

Highest Qualification (Degree, Institution & Year)	Additional Degrees/Qualifications (Teaching Licenses, Specializations)
B.Sc,	DAE,

## A BIOGRAPHICAL INFORMATION

### Key Contributions to the Institution:

- 14 years of combined experience in administration and teaching.
- 6 years of experience teaching Science (Grades 2-5).
- Proven track record in enhancing office efficiency and team collaboration.
- Skilled in organizing school events and supporting administrative functions.

### Key Skills:

- Office coordination and administrative support.
- Event management and staff collaboration.
- Strong leadership in resource management and office operations.

**Key Contributions to the Institution:**

- Organizes school events and manages day-to-day administrative operations.
- Supports staff in administrative tasks to ensure institutional efficiency.