

Ms Seema Guleria

E-mail: guleria.seema@gmail.com

OBJECTIVE

Wants to work in a competitive, challenging, and professional environment as an administrator where I can use my experience, skills, and knowledge to achieve excellence and growth and establish a successful career for myself.



ABRIDGMENT

- Professional Educational Leader from last 20 years in Education Industry.
- Expertise: Academics & Administration, Planning & Organizational Skills, Curriculum Development, Public Relations & Parental Counseling, Staff Training and Development, Team Building & Administrative, Outcome-based Education & Quality Assurance.
- Educational Trainings and Workshops, Quality Excellence in Academics, Orientation Programmes
- Experience: India and Overseas Schools & Colleges (Senior Secondary Schools, Middle Schools, Colleges)

PROFESSIONAL EXPERIENCE

1. Presently Working in **VSPK International School, Delhi** (Sr. Secondary School) as a **Vice-Principal Academics**.
2. (2021-22) Worked in **Adriel High School, New Delhi** (Sr. Secondary School) as a **Vice-Principal Academics**.
3. (2019 -21) --Worked in **VSPK International School, Delhi** (Sr. Secondary School) as an **Academic Coordinator and QA Advisor** (currently handling 4 branches of VSPK International School (Jaipur, Sonipat, Pitampura, Rohini) as a Quality Assurance Coordinator)
4. (2019-20) (May- September) -- Worked with **Delhi International Public School, Rewari** (Middle School) as a **Principal** for 6 Months.
5. 2018--2019 >Worked with **Olive International School, Doha Qatar** as a **Senior Academic Coordinator and Campus In-charge**: I had joined one of the biggest campuses of Olive School and handled 1200 students of different Nationalities. I worked as a Senior Academic Coordinator and Campus Head. Overall managed more than 150 staff members under my Profile.
 - a. I managed 5 different campuses of Olive as a **Quality Analyst**.
 - b. I worked as **Officiating Principal** in **Olive International School** for 2 Months.
6. (2015- 2018) -- Worked with **Ganga International School Rohini Primary & Middle Branch**, as a **Founder Headmistress**.
7. (2012-- 2015) -- Worked with **Julia Gabriel International School** affiliated with **TRINITY UNIVERSITY LONDON** (United Kingdom) and Singapore Government as a Speech and Drama Teacher & Outside School Coordinator for 3 years 5 months: Worked as a **Teacher and Outside School Coordinator** in 3 schools of **West Delhi** (**PP. International School, (Pitampura), St. Angel's School, (Rohini), Modern Public School, (Shalimar Bagh)**) handled almost more than 1500 students as a Coordinator and team of 15 teachers.
8. (2010--2010) Worked with **Presidium** as a **Head of Computer Science Department** for 6 months: **Handling of 2 wings: Senior and Junior**
9. (2007-- 2010) -- Worked with **Sr. Technical Executive** Associate in **IBM DAKSH** for 33 Months: Handling of overseas Project and clients.
10. (2006--2007) -- Worked with **S.D.A.M College** as a **Computer Science Lecturer** affiliated with G.N.D.U Amritsar for one academic session.
11. (2005-2006) -- Worked with **Army Institute of Higher Education (B. Ed College)** as a **Computer Science Lecturer and Administrator** affiliated with G.N.D.U Amritsar University for one academic session.
12. (2004--2005) Worked with **Utkrisht College** as a **Computer Science Lecturer** affiliated with G.N.D.U Amritsar University for one academic session.
13. (2003-2004) Worked with **KLM INTERNATIONAL SCHOOL (Day Boarding, Boarding, Day School)** as a **Computer Instructor** affiliated with CBSE, New Delhi for 15 months.
14. (2002) -- Worked with **DPS Dalhousie (Day Boarding, Boarding, Day School)** as a **Computer Instructor** affiliated with CBSE, New Delhi for 6 months.
15. (1998-1999) -- Worked with **NITS Institute** as a **Computer Instructor** for 12 months.

WORKSHOPS & TRAINING (Conducted)

- 1. Workshop conducted in Delhi Public International School for Teachers on the following Topics:**
 - How to take the curriculum in the class: Effective Classroom Learning and Teaching
 - Learning by Doing and Learning with Fun
 - Presentation Skills
- 2. Workshop conducted for Teachers in Olive International School Doha Qatar on the following Topics:**
 - Classroom Management Skills
 - Effective Classroom Learning and Teaching
 - Learning with Fun
- 3. Workshop conducted for Teachers in Ganga International School on the following Topics:**
 - Classroom Management Skills
 - Effective Classroom Learning and Teaching
 - Learning by Doing and Fun
 - Time Management & Presentation Skills
- 4. Conducted Workshops for Parents in Ganga International School on the following Topics**
 - Positive Parenting
- 5. Conducted Teacher's Training for Play School Teachers in Rohini.**

Orientation Programme Conducted: (Parents & Teachers) in the following Schools: Topic: Positive Parenting for the Parents

1. Ganga International Schools, Rohini (Grade Pre- Nursery – VII) in 2015-2017
2. Olive International School Doha, Qatar (Grade I-VIII) 2018-2019
3. Delhi public International School, Rewari (Grade Pre- Nursery – VII) 2019-2020
4. VSPK International School, Jaipur (Orientation Session for Teachers) 2020-21
5. Open House conducted for Parents and Teachers

SKILLS

1. Staff Training and Development, Team Building & Administrative Expertise
2. Outcome-based Education & Quality Assurance
3. Multi-Task Management
4. Planning & Organizational Skills
5. Critical Thinking, Problem Resolution, Strong Initiative & Forward-Thinking Mindset
6. Time Management
7. Presentation Skills & Life Skills
8. Expressive skills with Speech and Drama
9. Personality Development
10. Effective Classroom Management & Teaching
11. Lesson Planning & Curriculum Development Expert
12. Proficient in Creating and Maintaining Schedules: Academic & Administration Planning
13. Public Relations & Parental Counseling
14. Research & Reviews
15. Communication skills

PROFESSIONAL SUMMARY:

“Education is the most important tool to achieve your dreams in your life.”

“Empowering Educational Excellence”

It's been 18 years I am associated with the Education Industry and working as an Educationist. I enhanced my skills step by step in every role. I handled many challenges successfully and learnt a lot from the great leaders I worked with. It gives me great pleasure and immensely proud that I made a remarkable impression in my every role with my hard work, dedication, self - motivation and honesty. I carry a positive attitude. I am a workaholic person with leadership qualities and believes in professionalism.

I started my journey as a teacher and slowly my efforts and aim lead me towards lots of opportunities to play different roles as **Lecturer, Department Head, Coordinator, Senior Academic Coordinator, Campus Head, Headmistress, Acting Principal, Principal, Trainer and Quality Assurance Expert**. I enjoyed my journey and always open to learning. I believe that nothing is impossible if the person dares to do.

I worked as **Outside School Coordinator in Julia Gabriel School** and handled following schools of North West Delhi:

- **PP International School**
- **St. Angles School**
- **Modern International School**

I worked as **Quality Analyst and Officiating Principal in Olive International School** and handled following campuses:

- **Olive International Secondary School Umm Salal Ali**
- **Olive International Primary & Middle School Thumama**
- **Olive International School Primary & Middle School Nuaija**
- **Olive International Primary Campus Abu Hamour**
- **Olive International School Primary Campus Khartiyat**

Handled Different **Branches of VSPK International School as a QA Advisor:**

- **VSPK International Sr. Secondary School Rohini, Delhi**
- **VSPK International Sr. Secondary School Jaipur**
- **VSPK International Sr. Secondary School Sonipat**
- **VSPK International Junior Branch Pitampura**

EDUCATION:

1. 1994-1995 ---10th Standard, Vidya Mandir Public High School, (P.S.E.B) (64%)
2. 1996-1997 ---12th Standard, S.D Girls College, (P.S.E.B) (62%)
3. 1997-2000---Graduation, Bachelor of Arts, A.B College, G.N.D.U Amritsar (60%)
4. 1997-1998 ---Diploma in Information Technology from National Institute of Technical studies (75%)
5. 2000-2001---Post Graduation Diploma in E-Commerce and Internet Application, A.B College, G.N.D.U, Amritsar (68%)
6. 2001---Certificate in Computer Application (CIC) (70%), Certificate in Computer Computing (CIC) (70%)
Indira Gandhi National Open University
7. 2004---Indian Akshar Mission – Akshar Computer Literacy course in Computer Hardware (70%)
8. 2004-2006 ---M. Sc Computer Science, S&D Computer College, M.D.U, Rohtak (75%)
9. 2006-2007 ---MCA Computer Science, S&D Computer College, M.D.U, Rohtak (75%)
10. 2013-14 ---B. Ed from Durga College of Education, Jammu & Kashmir, (63%)
11. 2014-15 --- M. Ed from V.B.S Purvanchal University, Jaunpur (72%)

PROFESSIONAL QUALIFICATION

1. 2015 (January) —LEVEL 3 GRADE 7 (Certification in Graded Examination in Communication Skills) From TRINITY GUILDHALL University London (United Kingdom) with Distinction (89%)
2. 2015 (June)—LEVEL 3 GRADE 5 (Certification in Graded Examination in Communication Skills) From TRINITY GUILDHALL University London (United Kingdom) with Distinction (89%)
3. 2012 (December) —LEVEL 2 GRADE 4 (Certification in Graded Examination in Speech and Drama) From TRINITY GUILDHALL University London (United Kingdom) with Distinction (90%)
4. 2013 (February) —JGFTC (JULIA GABRIEL FOUNDATION TEACHING CERTIFICATE FROM JULIA GABRIEL CENTRE, SINGAPORE)

ACHIEVEMENTS----- AWARDS/DISTINCTIONS/PUBLICATIONS

- 1) Worked as a officiating principal in Olive International School Doha and VSPK International School Delhi.
- 2) Worked as CBSE In-charge and worked for Secondary Affiliation for Olive International School, Doha Qatar. 2018-19
- 3) Worked with the Ministry of Education, Qatar for Qatar National School Accreditation for Olive International School, Doha Qatar. 2018-2019
- 4) Recruitments of Teachers, Admin and Heads for different Schools of Delhi & Doha Qatar. 2018-2019
- 5) An Interview is given in DD National Channel regarding The National Campaign” Beti Bachao Beti Padao” started by Honourable Prime Minister Sh. Narendra Modi in Ganga International School. 2016-17
- 6) Unified Council Appreciation Certificate for Unified International English Olympiad -2015-2016
- 7) A Distinction in Grade 4, Grade 5, Speech & Drama and Grade 7 Communication Skills from Trinity Guildhall London. 2014-2015
- 8) Certification of Participation- Seminar on Quality Assurance in Higher Education participated as Delegate in National Assessment & Accreditation Council, B++ BY NAAC, Bangalore. 20016-2007
- 9) Certificate of Merit in Graduation Bachelor of Arts. 2000-2001
- 10) Publication in Punjab Top Bestselling Newspaper for Merit in M.Sc. Computer Science. 2004-2005
- 11) Best Trainee 1ST Runner Up Graduation in IBM DAKSH & Medal Day Winner in Bell Olympics in IBM DAKSH, BELL OLYMPIAD Winner in IBM DAKSH 2007-2010
- 12) BELL Best in RPC Winner and Log me in Winner in IBM DAKSH and Best Performer in IBM DAKSH 2007-2010
- 13) Unified Council Appreciation Certificate for National Level Science Talent Hunt Search Examination – 2016 -2017
- 14) Attended Principal’s Meet/Seminars conducted by Delhi Police for Schools and Colleges, Macmillan Publications, UPES Campus. 2017-2018
- 15) Workshop Attended in Doha Qatar based on Leadership Skills (Shouldering Higher Responsibilities) organized by Birla Public School Doha Qatar. 2018-2019
- 16) Workshop attended in Delhi conducted by British Council for Leadership Skills in 2019-2020.
- 17) Winner of National Level and State Level Player as a Team Captain.
- 18) Certificate of Merit in Sr. Secondary in English and Economics Subjects AND Certificate of Merit in Sr. Secondary in
Y.W.C Activities

COMMUNICATION: Writing, Speaking, and Reading

English, Hindi, Punjabi

INTERESTS & ACTIVITIES

Music & Dance, Reading, Travelling, Singing, Cooking, Writing

PERSONAL INFORMATION

▪ D/O/B	26 th June 1980
▪ Nationality	Indian
▪ Religion	Hindu
▪ Sex	Female
▪ Address	H/N- 200, Kangra Niketan, Near Arya Samaj Mandir, Outer Ring Road, Vikaspuri, New Delhi, 110018
Phone:	917290830438

REFERENCES

- Mr Davis (Chairman Olive International School, Doha) -- 97455512810
- Mr Sri Hari Kartha (HR Olive International School, Doha) -- 97433024613, 97430914724
- Mr M.P Sharma (PWD Govt. Engineer, Delhi) -- 919990600101, 918851226717
- Ms Bhawana Sharma (Principal Scholar’s Sr Secondary School, Pathankot) -- 919417997308
- Mr Sushil Kumar Gupta (Chairman Ganga International School, Delhi) -- 9811066950
- Mr S.K Gupta (Chairman VSPK International School, Delhi) -- 9810066929

Signature: Ms Seema Guleria