



# Shallu Sharma

804, MA 2, Park Prime and Mansions, BPTP Society, Sector  
66, Gurgaon, Haryana  
8146994976 | shallu.1801@yahoo.com

## Objective

---

To give my best to society ,community and organizations by working with zeal, integrity, care, concern, commitment and confidence, to the best satisfaction of all stakeholders with selfless and innovative approach.

## Experience

---

- Shalom Presidency School, Gurgaon, India** 2022 - 2023  
Associate Head  
Worked as Associate Head of the institution and made process plans and administrative policies. Took part in Recruitment and hiring processes.
- Indus World School, Ludhiana, Punjab, India.** 2018 - 2022  
Principal  
Worked as Principal. Developed academic curriculum and administrative policies. Successfully carried the tasks related to examination centres for competitive examinations like Punjab Civil Services organised by Punjab Public Service Commission. Planned the online education system during Covid pandemic.
- Satya Bharti Aadrash Sr. Secondary School, Jhaneri, Punjab, Parent Company Bharti Foundation, Gurgaon, India** 2012 - 2018  
Principal  
Worked as Principal in an Aadrash school on PPP mode, a joint venture of Government of Punjab and Bharti Foundation, Gurgaon. Took part in various community development projects, down trodden sections upliftment, liaison work with local Gram Panchayat. Administered the Mid day meal projects, SC, ST, OBC welfare programs. Attended training programs at Corporate Office at Gurgaon.
- Scholar Fields Public School, Patiala, Punjab, India.** 2010 - 2012  
Vice Principal  
Worked as Vice Principal and took part in administrative tasks including framing admission policies and teachers' training sessions.
- Apollo Public School, Patiala ,Punjab, India.** 2009 - 2010  
Vice Principal and Hostel Warden  
Worked as Vice Principal and Hostel Warden. Took part in general administration and headed the school hostel.
- Milestone Public School, Patiala, Punjab, India** 2008 - 2009  
Principal  
Worked as Principal.
- BBMB DAV Sr. Secondary School, Nangal Township, Punjab, India.** 1997 - 2008  
TGT  
Worked as TGT and taught the subjects of Geography and English. Worked as Incharge of Curricular Activities. Represented the Bhakra Beas Management Board as Head of the Cultural Dance Team at inter CPSU competition at Siri Fort Auditorium, New Delhi for two consecutive years.

- **Mount Carmel School, Una, HP, India** 1994 - 1997  
PRT  
Worked as PRT ,Head of Cultural Items and Activity Incharge

## Education

---

- **CBSE** 1983  
Matriculation  
Second Division
- **Punjabi University, Patiala.** 1985  
Graduation  
First division
- **Punjabi University, Patiala.** 1987  
M. A. (Public Administration)  
First Division
- **Jammu University, Jammu.** 1996  
B.Ed  
First division
- **IGNOU, New Delhi** 2007  
Diploma in Management  
First division, A grade

## Job Description

---

- Carried all the recruitments of Vice Principals, Administrative Officers and other relevant school staff. Developed Academic Curriculum integrated with inter disciplinary aspects with moral values and emotional quotient of the students the needs of the students. Teacher Development: Empowering the teachers in various departments of their interests and potential. Engaged the teachers in overall development programs. Collaboration with training institutes and subject experts for their updation of teaching skills. Mastered school development plans and successfully executing those in the interests of the institution. Dealt with all kind of admission procedures, remedial programs, CBSE processes, academic and financial audits, maintaining subject wise learning level grades. Dealt with all school infra structure related procedures including setting up of labs and smart class rooms. Dealt with CBSE inspections & getting all done successfully. Setting up of school operating procedure manual. Worked wholeheartedly for the maximum capacity utilization of human & physical resources. Participated and holding all budget related meetings and setting up a well resourced school working system.

## Projects

---

- **Community Development**  
Planning and execution of a number of community development projects where the students were represented as "Agents of Change" in the community with the association of community in the school and societal development.
- **Environment and Ecological Development**  
Tree plantation and development of Green belts in the institution. Rain harvesting management systems were planned and executed in the schools. Adoption of plants and parks bh the students. District Administration was associated with various projects.
- **Health and Sanitation projects for girls**  
With the motto of " Happy Mothers Happy Daughters", a health and sanitation program was launched with the support and association of district administration. A large number of girl students and their mothers participated in this project and given proper training regarding usage and disposal of sanitary pads. This project was awarded the prestigious Pramerica Spirit of

Community Awards , a gold medal and a cash prize of ₹50000.

- **Teachers' Training and Development**

Organised a number of training programs for teaching faculty in the areas of personality development, pedagogical techniques and self development.

- **Dale Carnegie Leadership Program**

Attended the prestigious Dale Carnegie Leadership Program organised by HR Powerhouse. A large number of academic issues like CBSE norms, Soft Skills Development, Academic Curriculum Development, Leadership Training and Team Building were included in the training.

## **Values And Attributes**

---

- Education to me is more vast and applied than merely going forward with text books. The ability of the education to transform a complete life is what i see as the main goal of imparting education. I have to my credit series of such transformations where the community could see the real transformation happening from roots to fruits. Value to the institution: I commit myself with time, energy, zeal and confidence. Giving complete onus to the institution, adopting the challenges and giving the best solutions in relevance to present times and conditions.

## **Personal Details**

---

- Date of Birth : 18/01/1968
- Marital Status : Married
- Nationality : Indian
- Gender : Female

## **Strengths**

---

Personal Attributes:

Well versed with three languages, i.e. English, Hindi & Punjabi. Skilled in developing academic curriculum, official draftings & handling administration related tasks. Skilled in Computer softwares: Excel, Word, Power point and other general applications. Possess strong oratory and power point presentation skills . Possess insights for micro level planning of the institutions. Regular practising Yoga and Meditation during early morning hours.

Strengths:

I believe that the parent and community play an important role in the overall development of the school. Strengthening this connect, i maintain a decent & relevant relationship with parents & community members and update myself by attending all type of parent connect programs. I ensure giving a complete educational and disciplined environment to the school with happy children, contented staff and process driven institution.

## **References**

---

- Shall be made available on demand -