

Anita Singh

Educational Administrative
Head



Contact

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[Portfolio Website](#)

About Me

I'm Anita Singh, an educator and education planner in a government college in Chembur, with over 32 years of experience to date in managing initiatives and administrative tasks. I oversee academic executions, lead public relations through PTA meetings, and ensure excellence for over 1,600 students, focusing on knowledge refinement and character building.

Skills

- Management Skills
- Teaching
- Curriculum Development
- Staff Supervision
- Public Speaker
- Counseling
- Mentorship

Education

- Bachelor of Arts (Hons.1st Class)
Mumbai University
- Masters (M.A)
Mumbai University
- Bachelor of Education (B.ed)
Mumbai University
- Government Training Programs
Training

Experience

- Teaching
Central Government Language Teaching Scheme, Ministry of Home Affairs 1992 – 1993
Worked as a lecturer in various offices such as the Income Tax Department, Air India, and Hindustan Petroleum.
- *Language bilingual translator.*
Worked as a language bilingual translator.
- *Teacher, Administrative Head, Convener, and Coordinator* 1993 – Present
School at Chembur, Mumbai
Serving as a teacher and administrative head for 32 years, overseeing coordination and convener responsibilities, managing various educational initiatives and staff operations.