



KANEEZ LAILA

Sharjah
United Arab Emirates

Contact details

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Computer knowledge

- MS Word
- MS Excel
- Internet

Personal Details

- Nationality : Indian
- Date of Birth : 09/02/1995
- Gender : Female
- Marital Status: Married
- Passport No. : V3216159
- Date of Expiry: 12/10/2031
- Visa Status : Visit Visa

CURRICULUM VITAE

CAREER OBJECTIVE:

To obtain a School Administrator position utilizing my extensive experience in educational management, leadership, and organizational development.

SKILLS:

- Self-motivation
- Confidence
- Patience
- Tolerance
- Flexibility
- Energetic
- Creative
- Organization
- Pay attention to staff input
- Leadership

WORK EXPERIENCE:

June 2022 – April 2024
School Administrator
Spring Dale High School,
Hyderabad – India

Job Description:

- Understanding and reviewing the way the school and all its departments function.
- Taking into account each teacher's workload and extracurricular activities when developing class schedules.
- Conducting research on professional and ongoing learning workshops and sharing these opportunities with teachers and other staff.
- Attending meetings and scheduling appropriate staff team building sessions.
- Ensuring fair allocation of budget and resources.
- Keeping track of student successes and failures and preparing appropriate interventions.
- Managing school security, caretakers, and other ground staff.
- Assisting with the hiring, recruitment, training, and onboarding of new teachers.
- Establishing and maintaining good relationships with parents, students, and staff at other schools.
- Preparing and submitting drafts of proposals, financial reports, and other documents

EDUCATIONAL QUALIFICATION:

- Bachelor in Pharmacy
- Higher Secondary Education (HSC)
- Secondary School Certificate (S.S.C)

LANGUAGES KNOWN:

- English
- Hindi

DECLARATION:

I hereby assure you that all the above-mentioned information is true and correct to the best of my knowledge and belief.

KANEEZ LAILA