

Shabnam Shaikh Navsari

Head Mistress

Contact

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[Bold Profile](#)

Skills

- Team leadership
- Effective communication
- Analytical problem solving
- Course content creation
- Effective conflict resolution
- Skilled in resolving conflicts
- Proficient in managing multiple tasks
- Facilitating staff and parent interactions
- Strategic decision-making
- Managing student and parent inquiries
- Understanding of educational legislation

Dynamic educational leader with a proven track record at Podar International School, enhancing student achievement through strategic resource allocation and fostering a collaborative culture. Skilled in effective communication and analytical problem solving, I successfully increased parent engagement and expanded extracurricular offerings, promoting a well-rounded educational experience.

Enthusiastic Councilor offering 10-year of supporting academic administration functions. Motivated to improve relationships among faculty, students and administrators. Personable and outgoing with skill in building rapport with diverse cultural and socioeconomic backgrounds.

Work History

2016-03 -
Current

Head Mistress

Podar International School, Navsari Gujarat India

- Coordinated successful school events such as open houses, concerts, athletic competitions, award ceremonies to increase visibility in the community.
- Promoted diversity and inclusion within the school community by creating initiatives aimed at celebrating cultural differences and fostering understanding among students, staff, and families.
- Boosted staff morale by fostering a collaborative and supportive work culture, resulting in increased job satisfaction and retention rates.
- Optimized resource allocation by analyzing budgetary needs, securing grants, and prioritizing expenditures for maximum impact on student achievement.
- Oversaw faculty hiring process ensuring highly qualified educators committed to student success were recruited and retained at the school level.
- Expanded extracurricular offerings to promote well-rounded student development both inside and outside the classroom.
- Increased parent engagement through regular communication, workshops, and events focused on student success.
- Collaborated with district leaders on initiatives

Emotional intelligence

Analytical evaluation\Skills

Detail-oriented observation

Personal Details

Date of Birth: 07/10/82

Marital Status: Married

Gender: Female

Religion: Muslim

aimed at sharing best practices and resources among schools in the region.

- Implemented a comprehensive evaluation system for teachers, providing constructive feedback for growth and improvement.
- Enhanced teacher effectiveness with comprehensive professional development programs and ongoing support.
- Monitored student behavior and enforced discipline policies.

Education

2016-05

**Master of Arts: MA Psychology \
Counseling Psychology**

*SNDT Women's University - Santacruz Mumbai
Maharashtra*