

# Curriculum Vitae



**DR. KAZI SIDDIQUE HASEEB**

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## About

**31 years of rich and varied experience in progressively responsible Managerial positions.**

Instrumental in manpower, selection and training..

Active and inspiring team member.

Collaborates with all levels of staff members and establishes quality relationship with students and all stakeholders.

Possess outstanding communication

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## PROFESSIONAL SYNOPSIS

A competent Administrator. Has insight into spotting talents, skills and assessment.

\*A keen planner, strategist and implementer with experience in financial management and resource development..

\*A leader with proficiency in managing people with exceptional interpersonal and man management skills and ability to motivate and inspire men placed under him even in adverse circumstances.

\*Curriculum Design and Development. Creating a positive and productive learning or working environment, ensuring that educational or organizational goals are met, and fostering a culture of excellence and continuous improvement.

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## HR FUNCTIONS

A) **PERSONAL MANAGEMENT:** Experience of selection and training of over 600 staff ( teaching and non-teaching )

B) **TRAINING & DEVELOPMENT** \* Identifying training needs, staff development, making team building programme along with HMs and VP.

Designing and organizing customized training programmes based on the training need analysis to enhance the manpower skills & efficiency.

C) **OPERATIONS MANAGEMENT** \*Has experience of supervision of school assets like building, equipment, stationary, spares, transport etc for operational readiness.

Monitoring adherence to Environment, Health, Hygiene and safety precautions against fire, theft and pilferage.

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## EDUCATIONAL CREDENTIALS

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- SSC (1982)** Maharashtra State Board of Secondary & Higher Secondary, PUNE (First Division)
- HSC (1984)** Maharashtra State Board of Secondary & Higher Secondary, PUNE (Second Division)
- B.Com (1987)** Mumbai University, Mumbai (Second Division )
- B. Ed (1998)** Mumbai University, Mumbai (First Division )
- M. Ed (2000)** Mumbai University, Mumbai (Second Division)
- M.A. (Eng.) (2002)** Pune University, Pune. (Second Division)
- Diploma in School Leadership ( 2011)** Affiliated to Shri Venkateshwara University, UP  
( First Division)
- Diploma in CCE: ( 2011)** Affiliated to Shri Venkateshwara University, UP ( First Division)
- D. Litt:(2018) Honorary Degree by University of South America** having been recommended by Dr  
S.Radhakrishnan Research & Development Centre , Pune
- P.hd : V.B.S Purvanchal University Jaunpur, U.P ( 2005)**

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## THE SIGNIFICANT CONTRIBUTIONS & ACCOMPLISHMENTS

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### HR Related

- \*Presently successfully managing as head of org the enrolment, training, periodic assessment, appraisals, motivation and administration.
- \*Significantly contributed in event management and conduct of large scale sports events, seminars and community development programmes like blood donation, cancer and AIDS awareness, literacy drive, civil defense, fire-fighting and disaster management.
- .\* Successfully carried out recruitment of their training, fitness, periodic assessment and appraisal shaping them into a professional teacher.
- .\*Managing funds up to 5 millions. Experienced in associated financial planning, expenditure, book keeping and audit procedures.
- \* As a Principal & HOI was responsible for complete administrative & logistical support for the entire establishment comprising approx. 600 teaching & Non-teaching staff.

### INDIAN COMMUNITY

- \* **As member of Management Committee of a City Club** having more than 2000 members was responsible for management of club activities, financial planning and in decision making of Club. Gained rich and unique experience in managing the affairs of one of the oldest and prestigious clubs of our country.

**\*As Secretary of managing committee of two Schools**, was responsible for daily administration, policy decision, enrollment of teachers and discipline of civilian staff and planning of their annual budgets. Tremendous experience gained in overall administration and management of educational institutes.

### **Responsibilities :**

#### **Leadership and Vision:**

Articulate a clear vision for the institution's future.

Pivotal role in providing strong leadership motivates everyone to excel and work together towards achieving the school's vision. Create a positive and productive school environment that fosters growth, collaboration, and success. to inspire and motivate staff, students, and members.

#### **Administrative Oversight:**

Manage day-to-day operations and administration and addresses operational challenges promptly to create a conducive learning environment.

Develop and implement policies and procedures for smooth functioning. Ensure consistency and fairness in school operations, & help to maintain a structured and orderly environment for both staff and students.

Oversee budgeting, financial management, and resource allocation and ensure transparency and compliance with financial regulations and reporting requirements.

#### **Academic/Program Excellence:**

Ensure high academic standards and creating a culture of innovation where new and effective teaching methods, technologies, and pedagogical approaches are encouraged.

Encouraging the adoption of innovative and effective instructional strategies. And enhance the quality of education, engage students more effectively, and facilitate their academic growth.

Curriculum design and development, ensuring that it aligns with educational standards and the school's overall mission and helps students to achieve their academic potential and prepares them for future success..

#### **Staff Management:**

Building a skilled and dedicated team of educators and support staff by creating a positive and supportive work environment, offering competitive compensation and benefits, and providing opportunities for career growth and development

Provide professional development opportunities up-to-date with the latest educational practices, technologies, and pedagogical approaches, ultimately benefiting both educators and students.

Conduct performance evaluations and offer feedback to maintain high standards of teaching and support services.

#### **Student/Member Relations:**

Create a safe, inclusive, and supportive environment that address the well-being and needs of all individuals in the school community.

Address disciplinary issues and conflicts as necessary and maintain a positive learning atmosphere and ensures that all members of the school community are treated fairly.

Promote engagement and success of students and members by encouraging their active participation in academic and extracurricular activities.

#### **Community Engagement:**

Cultivate positive relationships with parents, community members, and stakeholders which create a supportive network that benefits the school and its students, while also addressing community needs and concerns.

Serve as a spokesperson for the institution in the community which contribute to the school's overall success and integration within the broader society..

#### **Compliance and Regulation:**

Ensure adherence to laws, regulations, and accreditation standards.

Handle reporting and documentation requirements ensures transparency and accountability to relevant authorities and stakeholders.

**Strategic Planning:**

Develop and implement long-term plans to achieve institutional goals.

Monitor progress and make necessary adjustments.

**Work Experience**

Name of the Institution(s) with address	Level Primary/Sec./Sr. Sec.	Total Enrolment	Duration of service with designation (complete dates with day, month and year be indicated) From To	Subject(s) taught / being taught	Classes taught / being taught	Results at Public or Annual Examination	Any other responsibility discharged.
<b>K.M.E.S English Medium High School, Bhiwandi</b>	<b>Primary &amp; Secondary</b>	<b>1600</b>	<b>02/07/1986 to 15/07/1992 Untrained (TEACHER) [6 Years]</b>	<b>English &amp; Maths</b>	<b>Class upto 10<sup>th</sup></b>	<b>100%</b>	<b>Examination Incharge</b>
<b>Salahuddin Ayyubi Memorial English Medium High School, Bhiwandi.</b>	<b>Secondary</b>	<b>3175</b>	<b>16/07/1992 to 02/03/2003 (TEACHER &amp; SUPERVISOR) [10 years]</b>	<b>English &amp; Maths</b>	<b>Upto Class 10<sup>th</sup></b>	<b>100%</b>	<b>Supervisor &amp; Examination In-charge</b>
<b>Modern International School, AlAhsa, Saudi Arabia</b>	<b>Secondary</b>	<b>When joined in March 2003 the strength was 127 students and now 2375</b>	<b>03/03/2003 &amp; Continue as Principal &amp; Teaching English &amp; Mathematics for class (9<sup>th</sup> &amp; 10<sup>th</sup>) [20 years 9 months]</b>	<b>English and Mathematics for Class X</b>	<b>Upto Class 10<sup>th</sup></b>	<b>100% for past 17 years</b>	<b>Principal &amp; Head Of Institution</b>

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## DETAILS OF THE WORK DONE:

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1. Worked as **Examiner for Subject : English & Mathematics** from 1994 -2002 and **Moderator for English** from 1998-2002. for Maharashtra State Board of Secondary& Higher Secondary Education, Pune.
  2. Panel Member for New Syllabus for English for Panchayat Samiti, Bhiwandi
  3. Appointed as a **Mentor on 16/07/2012 for Mentoring and Monitoring 5 Schools** in the Kingdom of Saudi Arabia
  4. Appointed for **CBSE Inspection in India** for 4 schools.
  5. Appointment as **City Coordinator for Collection and Analysis of Evidences of Assessments**, Term-I, 2014-15 ( 6 Schools in the Gulf -Kuwait , Dubai & Oman) & Term- II ,2014-15 (13 Schools in KSA)
  6. Appointed as a Observer for **CENTRAL TEACHER ELIGIBILITY TEST**  
( CTET) which was held in Riyadh on  
a) 20<sup>th</sup> September,'2015    b) 22<sup>nd</sup> February,'2015 &    c) 18<sup>th</sup> September,'2016.
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## AWARDS RECIEVED:

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- a) **CBSE Best Teacher Award on 4<sup>th</sup> September,'2012** by Hon'ble Dr Pallam Raju & Hon'ble Dr Shashi Tarurr)
- b) **CBSE Best Mentor Award on 4<sup>th</sup> September,'2014** by Hon'ble Mrs Smriti Irani
- c) **CBSE Best Teacher National Award on 5<sup>th</sup> September,'2015** by Hon'ble His Excellency Mr Pranab Mukherjee – President of India.
- d) **Outstanding Principal Dr A.P.J.Award** by Himakshara Rashtriya Sahitya Parishad, **India** in October 2017 by Dr Israr Gunesh and Dr Varsha
- e) **Alert Knowledge Services- 100 Highly Effective Principals Award 2018** -on 25th February,'2019.
- f) **BEST PRINCIPAL** - EDUFUTURE & ARNI UNIVESITY on 19<sup>th</sup> November,'2023.

## Workshop, Training, Conference Attended / organized and acted as Resource Person

<b>Social Awareness Programme &amp; Workshop</b>	Pepsodent School Dental Educational Programme – 2000	Pepsodent, Mumbai
<b>19<sup>th</sup> Annual Conference 2007</b>	4 Day Workshop "Heads. Thinking A – head" <b>7 to 10 Feb,' 2007</b>	Council of C.B.S.E Affiliated Schools - The Gulf
<b>20<sup>th</sup> Annual Conference 2008</b>	4 Days Workshop <b>30<sup>th</sup> Jan to 2<sup>nd</sup> Feb,'2008</b>	Council of C.B.S.E Affiliated Schools – The Gulf
<b>Management Development Programme in Educational Leadership for Principals</b>	<b>21<sup>st</sup> July to 25<sup>th</sup> July,'2008</b>	<b>N U E P A, Delhi</b>
<b>Strategic Leadership for C.B.S.E Principals</b>	<b>5<sup>th</sup> October - 9<sup>th</sup> October,'2009</b>	<b>IIM, Bangalore</b>
<b>21<sup>st</sup> Annual Conference 2009</b>	Theme: Head(s) for Technology <b>4 – 7 February,'2009</b>	Council of C.B.S.E Affiliated Schools – The Gulf ,Dubai
<b>Programme on Strategic Leadership for Schools in a Changing Environment</b>	<b>4 – 9 October,' 2010</b>	<b>IIM, Ahmedabad</b>
<b>C.B.S.E Inservice Training Programme CCE Workshop</b>	<b>6<sup>th</sup> April,' 2010</b>	C.B.S.E, IIS, Dammam
<b>Workshop for Teachers of English Language</b>	<b>25<sup>th</sup> February,'2010</b>	IIS, Dammam
<b>22<sup>nd</sup> Gulf Conference,'2010</b>	<b>27<sup>th</sup> to 30<sup>th</sup> Jan,'2010</b>	Council of C.B.S.E Affiliated Schools in the Gulf
<b>Inservice Teachers Training Programme on CCE Workshop</b>	<b>20<sup>th</sup> Jan,'2010</b>	C.B.S.E, IHS Bahrain
<b>Workshop on Language</b>	<b>2<sup>nd</sup> June,'2011</b>	IIS, Dammam
<b>23<sup>rd</sup> Annual Gulf Conference, Kuwait</b>	<b>19 – 21,' June 2011</b>	Council of C.B.S.E Affiliated Schools – The Gulf (Kuwait)
<b>Global Tie Trends &amp; Innovations in Education</b>	<b>19<sup>th</sup> July – 21<sup>st</sup> July,' 2011</b>	<b>City Montessori Inter College, Rajajipuram</b>

<b>C.B.S.E &amp; IOE, University of London Strategic Management &amp; Leadership Programme</b>	<b>20 – 24 February,' 2012</b>	<b>C.B.S.E &amp; IOE, New Delhi</b>
<b>Workshop on Assessment &amp; Providing Feedback on Students Learning</b>	<b>30<sup>th</sup> July – 31<sup>st</sup> July,'2012</b>	<b>C.B.S.E &amp; CAER at Rosary Sr. Sec School, Delhi</b>
<b>24<sup>th</sup> Conference (Qatar)</b>	<b>18<sup>th</sup> to 21<sup>st</sup> January,'2012</b>	Qatar
<b>22<sup>nd</sup> Cluster Meet, &amp; Principal's Conference</b>	<b>13 – 16 October,'2012</b>	IIS Dammam
<b>C.B.S.E Principal's Conference Equipping Global Learners 'with 21<sup>st</sup> Century</b>	<b>25<sup>th</sup> September, '2013</b>	C.B.S.E, Dubai
<b>In-service Training Programme Orientation &amp; Capacity Building Workshop on Assessment of Speaking &amp; Listening Skills</b>	<b>6<sup>th</sup> Febuary,'2013</b>	IIS, Riyadh
<b>Monitoring &amp; Mentoring Workshop</b>	<b>International Indian School, Riyadh</b>	IISR, Riyadh
<b>C.B.S.E – CAER Global Trends in Large Scale Assessment</b>	<b>28 / 04 / 2014 &amp; 29 / 04 / 2014</b>	<b>C.B.S.E, CAER, Delhi</b>
<b>Youth Cafe International from Saudi Arabia Tour to SECOCO BEACH' With Educational / activities</b>	<b>18/12/2014</b>	Youth Cafe International from Saudi Arabia
<b>Bharat Scout &amp; Guide</b>	<b>20/12/2014</b>	Al Ahsa,KSA
<b>Bharat Scout &amp; Guide</b>	<b>27/12/2012</b>	Al Ahsa,KSA
<b>Bharat Scout &amp; Guide (Boys Section)</b>	<b>18/12/2013</b>	Al Ahsa,KSA
<b>Bharat Scout &amp; Guide (Girls Section)</b>	<b>24/12/2013</b>	Al Ahsa,KSA
<b>Bharat Scout &amp; Guide (Girls Guide)</b>	<b>28/12/2014</b>	Al Ahsa,KSA
<b>Education Conclave &amp; Leadership Summit 2023</b>	<b>19/11/2023</b>	EDUFUTURE & ARNI University, DISTRICT : Kangra,H.P

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**SEMINARS AND WORKSHOPS CONDUCTED:**

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<b>S.No</b>	<b>Topic</b>
1.	<b>Effective Implementation of CCE</b>
2.	<b>From Examinations to School Based Assessments</b>
3.	<b>Assessment of Co-Scholastic areas</b>
4.	<b>Inservice training programme – CCE</b>
5.	<b>“Strengthening of CCE &amp; Examination Reforms”</b>
6.	<b>Assessment of Co-Scholastic areas</b>
7.	<b>Designing a Question Paper</b>
8.	<b>Preparation of a Lesson Plan</b>
9.	<b>Developing Rubrics for Assessment of Life Skills</b>
10.	<b>Use of different tools of Assessment</b>
11.	<b>21<sup>st</sup> Century Digital Learner</b>
12.	<b>Use of Multiple Intelligence Approach in Teaching Learning</b>
13.	<b>‘Setting up of the Science Laboratory’ for the Science teachers of classes IX &amp; X.</b>
14.	<b>‘Implementing Multiple Intelligence Approach in classroom teaching’</b>
15.	<b>Preparing Lesson Plan’</b>
16.	<b>‘Development of Rubrics in Assessment of Life skills and other Co Scholastic areas’</b>
17.	<b>‘Formative and Summative Assessment’</b>
18.	<b>Use of various tools of Assessment’</b>
19.	<b>Designing of question paper’</b>
20.	<b>‘Bring out the Leader in You’ and ‘21<sup>st</sup> Century Learner’</b>
21.	<b>Latest Trends in Teaching Learning</b>
22.	<b>Effective Classroom Management</b>
23.	<b>Quality Education</b>
24.	<b>Principles of Effective Teaching</b>
25.	<b>Principles for Good Practice In Teaching and Learning.</b>
26.	<b>Five Point Formula for Teachers</b>
27.	<b>How to Stay Positive in a Challenging Work Environment</b>
28.	<b>Parenting Without Punishing</b>

**And conducted innumerable numbers of Workshops.**

**My motto : ““Bring a change to team up for tomorrow.**

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## Genuine Interest in the School

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Introducing CBSE- I the pilot Project of the Central Board of Secondary Education, Delhi Successfully.

- 100% result in CBSE X for many years by setting Goals.
- **Major Goals**
- ★ **Primary (Std I – IV):** Create environment of possibilities and opportunities, nourish their imagination and develop their self-esteem.
- ★ **Middle (Std V – VIII):** Provide opportunities for students to increase their sense of responsibility both personally and academically.
- ★ **Senior (IX & X) :** Involve students in setting academic and personal goals and in monitoring their own progress. Inspire them to become seekers of truth and proactive leaders of change.
- ★ **Teachers:**
  - Provide training for teachers in implementing standard based instruction in identified curricular areas.
  - Opportunity to identify the problematic areas in school and prepare a strategic plan for improvement, work towards it and be eligible for the "Innovative Teachers' Award".
- ★ **Parents:** Encourage parent participation in all the major activities of the school through bringing in awareness of the interaction possible through school website.

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### Personal details :

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**Name: Dr Kazi Siddique Haseeb**

**Father's Name: Late Abdul Haseeb Kazi**

**Passport No:-Z2819885**

**Nationality:-Indian**

**D.O.B: -2<sup>nd</sup> October, '1967**

**Marital Status- Married**

**Religion: Islam**

**Language Known- English, Hindi, Urdu, Marathi, Arabic.**

**Residential Address :- G4 , Mega Regency , Ram Krishna Marg gate No 2, Lucknow Faizabad road, Mahanagar, New Hyderabad, Vivekanandpuri , I T Near Metro Station, Lucknow.**

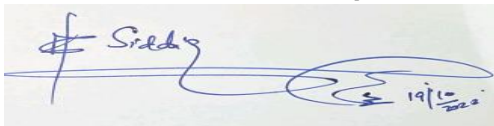
**Pin Code:421301**

**Current Address Modern International School, Opposite: Al-Riyadh Bank, Al Mubaraz Street, P.B. No: 5990 Al-Ahsa, K.S.A Pin Code: 31982**

**I hereby solemnly affirm that all details given in the resume is true and correct as per my knowledge.**

**Place : Al Ahsa**

**Dated : 5<sup>th</sup> November, '2023.**



**Dr Kazi Siddique Haseeb**

**Principal & HOI**

**Mobile : 00966506931654 /00966566412405/00919004500947/00917522811955.**