

Shameer PK

📞 9747289567

✉ peekesh567@gmail.com

📍 Mattannur 670702

EXPERIENCE

02/2022- Current

Headmaster

Alif Global School | Markaz Knowledge City, Calicut

- Provide leadership and management to the school, ensuring that all students receive high-quality education and support.
- Develop and implement policies and procedures to promote the school's mission and objectives.
- Manage and supervise teaching and non-teaching staff, ensuring that they are motivated and supported to provide effective teaching and learning.
- Oversee the recruitment and retention of students, ensuring that the school maintains high enrollment levels.
- Monitor and evaluate the school's performance, and prepare reports on its progress and achievements.
- Collaborate with parents, teachers, and other stakeholders to ensure the school's success.
- Managed the recruitment, training, and evaluation of teachers to ensure the delivery of high-quality education to students.

05/2021 - 02/2022

Teacher in English & Communicative English Head.

Alif Global School | Markaz Knowledge City, Calicut

- Taught English language and communication skills to high school students, utilizing a variety of teaching methods and materials to engage and motivate students.
- Developed and implemented curriculum, lesson plans, and assessments that aligned with school standards and objectives.
- Served as head of the English Language and Communication department, overseeing a team of teachers and providing mentorship and support to ensure the department's success.
- Organized and led workshops and training sessions for teachers to enhance their teaching skills and knowledge.
- Maintain student records and prepared reports on student progress, attendance, and behavior

02/2017 - 03/2021

Teacher in English & Head of Department.

Alif International School | Riyadh, Saudi Arabia

- Taught English language and communication skills to students in grades 6-10.
- Developed and implemented lesson plans, assessments, and learning materials.
- Conducted regular assessments of student progress and provided feedback to students and parents.
- Coordinated and led department meetings and professional development workshops for teachers.
- Mentored and supported junior teachers in the department.

PROFESSIONAL SUMMARY

Forward-thinking Educator, knowledgeable of trends in education and always pursuing improvements to administrative processes and classroom instruction. Proficient in recordkeeping, teacher training and program leadership. Offering 12 years of related experience.

CORE QUALIFICATIONS

- Assessment and evaluation procedure
- Team leadership abilities
- Training and mentorship
- Exceptional communicator
- Recruitment and enrolment
- Hands-on learning

SKILLS

- Strong leadership & management skills.
- Communication and interpersonal skills.
- Knowledge of current teaching methodologies and strategies.
- Ability to work collaboratively with other teachers and staff members.

INTERESTS

- Teaching
- Training
- Reading
- Travelling

LANGUAGES

- English
(Content and Letter,Writing,
Reading and Translation)
- Malayalam
(Reading, Speacking, Writing &
Translation)

Malayalam

Proficient

English

Proficient

Hindi

Intermediate

2011 – 2015

Teacher in English & Communicative English Head.

Majlis English Medium School | Uliyil, Kannur, India

- Planned, prepared, and delivered engaging and effective English language lessons.
- Provided extra support to students who were struggling with English language proficiency.
- Conducted regular assessments of student learning outcomes and used the data to improve teaching and learning strategies.
- Led the Communicative English Department, ensuring that effective teaching practices were implemented and students' learning outcomes were achieved.
- Mentored and supported the professional development of other English language teachers and staff members.
- Attended meetings, workshops, and training sessions to improve teaching skills and knowledge.

EDUCATION

2015

MG University | Kottayam, Kerala

Bachelor of Education Teachers Training

2013

MG University | Kottayam, Kerala

M.A English Language & Literature

2010

Kannur University | Kannur, Kerala

B.A English Language & Literature

2007

Higher Secondary Board | Kerala

Plus Two Commerce

2004

Board of Public Examination | Kerala

SSLC

REFERENCE

Narendra Thota – Principal Alif Global School

(Former Principal Birla Open Minds International School, Hydrabad)

+91 83 09 100 78