

Ms Sehra Hasan Mutabanna,
26, Gulzar Apt, 36/40, D.K.Marg,
Byculla-East,
Mumbai 400027
July 2nd 2006

To
ShreeM.K.Srivastava,
Additional Municipal Commissioner (Project)
BMC Annex Building, 3rd floor,
Mahapalika Marg,
Mumbai400001

Respected Sir

Re:- My Inclusion in **Education Advisory Board** for the new BMC English
Medium Schools in Mumbai

With reference to the above, I would like to mention that, my inclusion in the above
board could be a great asset to the BMC& would gratify me as an Educationist

I am M.Sc.,B.ED.,D.H.E.,ELP (C.E.M.D.) & retired principal of a very reputed school in
Mumbai where I 've proved myself as an **initiator** of the **school development
programmes**

My attached C.V. itself will speak of my potentials & dynamism. I have been a visionary
& capable leader with proven administrative & academic skills for the past 12 years in a
very well known and reputed school in Mumbai

I would like to have face to face interactions to understand each others point of views for
the cause of Education for the underprivileged little ones.

**I, being the resident of E ward of BMC, would like to be on the panel of E ward
Advisory Board.**

Hoping for an encouraging response.

Truly yours,



Sehra Hasan Mutabanna

Encl: Curriculum Vitae
CC: Mr Vinay Somani,Karmayog

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36/40 Dadoji Kondeo Marg,
BYCULLA-
MUMBAI 400 027

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Mrs. Sehra Mutabanna

Experience & Achievements

June '05-Feb'06 Royal high schools Mira Rd

Administration

- Guiding principals in day today administrative work, new recruitments, and new admissions.
- Curriculum planning
- Organizing /conducting workshops for Teachers, parents & students
- Observing classroom teaching of teachers & giving them timely & appropriate feedback

March'06-till date AJFI English school

Training & Development Manager

- Planning state level & IGCSE level Curricula
- Training & development programmes for The staff

June 1995 – Oct 01 -2003 *Diamond Jubilee High School for Girls, Mumbai*

Principal

- Participation in Visiting Teachers' Course (Maths) at IED, Karachi, 2001. I conducted workshop in Maths.
- Participated in Education Management conference at Philips Academy, Andover, USA in 1996
- Dissemination of Quality Improvement methodology (of the School Development Program) to schools in neighbouring areas
- Was successful in reducing student drop-out rates from 15% to 2%
- Initiated a focalized Value Education program for school wide participation
- Added diamond to the crown by starting school band in 1998 which wins prizes on every interschool band competition and initiation of annual school magazine from 1999

1993 – 1995 *Diamond Jubilee High School for Girls, Mumbai*

Supervisor

- Organized workshops for:
 - Teachers - personal and professional growth
 - Children - career guidance and personality development
 - Parents - orientation program to encourage their involvement in school activities

1988 – 1993 *Diamond Jubilee High School for Girls,
Mumbai*

Asst. Teacher (Science In charge)

- Participated in seminars for enrichment of school education, in Kenya and Tanzania in 1992
- Completion of in-service training under the new education policy (NEP), Govt. of India in 1989
- Organized school teams for participation in Science Exhibitions
- Establishment of Science Club
- Won awards for preparing Teaching Aids at Ward Level Contests
- Awarded appreciation shield and certificate by School Improvement Program committee for planning of science and mathematics curriculum

1984 – 1988 *Princess High School, Mumbai*

Secondary Science/Maths Teacher

- Organized school teams for Science Project Exhibitions where the school won prizes at various levels

1976 – 1979 *Ministry of Health, Bahrain*

Lab Technician / Lecturer & Demonstrator

1974 *Indian School, Bahrain*

Science/Maths Teacher

Education

2003

Certificate courses in naturopathy, stress management, palmistry & public speaking

2002 *SNDT Women's Univ. Mumbai*

Certificate Course in Counselling Techniques.

1998 *CEMD, New Delhi*

Certificate in Educational Leadership

1985 *University of Bombay*

Diploma in Higher Education

1985 *University of Bombay*

Bachelor of Education (Maths/Science)

1970 *University of Bombay*
Master of Science (Biochemistry)

1968 *University of Bombay*
Bachelor of Science (Chemistry/Microbiology)

Abilities

- Excellent communication skills
- Leadership and inter-personal skills
- Quality and cost consciousness
- Languages (Speak, Read, Write): English, Gujarati & Hindi

References

Available on request