

Shibina N A

Social Worker / Academic Coordinator / Counselor

With over a decade of enriched experience in educational roles, I excel in blending academic coordination, teaching, and counseling to forge environments that promote both student and institutional excellence. As an adept Academic Coordinator, I have initiated and led curriculum innovations that have tangibly enhanced learning outcomes across multiple platforms. My practical expertise extends to crafting detailed educational strategies and bespoke instructional models tailored to diverse learner needs, achieving significant improvements in student engagement and performance. In parallel, my background in counseling empowers me to deliver personalized academic advice, guiding students to align their educational pursuits with their career goals effectively.



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📍 Dubai, United Arab Emirates

SKILLS

Curriculum Development Educational Strategy Instructional Design Student Engagement Academic Counseling
Classroom Management Program Development Policy Compliance Faculty Evaluation Student Guidance
Administrative Management Performance Analysis Recreational Activity Learning Needs Communication
Teaching Methodology Strategic Advising Academic Planning Team Leadership Workflow Management

WORK EXPERIENCE

Academic Coordinator

EHSE-Training and Consultancy, India

04/2019 - 04/2024

Achievements/Tasks

- Pioneered curriculum development initiatives, enhancing educational content across diverse learning platforms.
- Employed innovative teaching strategies that substantially increased student engagement and academic performance.
- Orchestrated academic activities, ensuring a cohesive and dynamic educational environment.
- Spearheaded student performance analyses to tailor and improve educational delivery and outcomes.
- Facilitated comprehensive professional development sessions to align with evolving academic standards.
- Designed and implemented balanced instructional models, catering effectively to varied student needs.
- Promoted holistic development through well-rounded recreational and social activities for students.
- Coordinated the evaluation process for faculty, enhancing teaching effectiveness and student satisfaction.
- Maintained up-to-date knowledge of educational trends, ensuring curriculum relevance and rigor.
- Fostered a supportive and inclusive atmosphere that encouraged student learning and success.

Teacher

Queen Mother's College & Christ King College, India

2010 - 2014

Achievements/Tasks

- Delivered engaging and diverse educational content, meeting the unique needs of each student.
- Employed assessment tools to monitor student progress and adjust teaching strategies accordingly.
- Collaborated with fellow educators to share insights and strategies, enhancing teaching methodologies.
- Developed lesson plans that effectively incorporated various learning modalities.
- Participated in school-wide initiatives to improve educational offerings and student outcomes.
- Engaged students in discussions to foster critical thinking and knowledge application.
- Provided personalized feedback to students, guiding their academic and personal growth.
- Organized educational activities that enriched the school's academic environment.
- Maintained rigorous academic standards in classroom management and educational delivery.

WORK EXPERIENCE

Academic Counselor

International Academy of Management and Technology, India

2 Years

Achievements/Tasks

- Guided students through educational paths and career decisions with tailored counseling sessions.
- Developed strategies to enhance student academic planning and success.
- Collaborated with educational staff to address student needs and support academic goals.
- Provided critical support during course selection and academic program enrollments.
- Maintained confidential student records, ensuring privacy and compliance with academic standards.
- Advocated for students' needs, ensuring they received appropriate academic resources.
- Conducted outreach programs to inform students about academic opportunities and resources.
- Supported students in overcoming academic and personal obstacles to success.

Centre Head

WYSWYG Technologies, India

2015 - 2017

Achievements/Tasks

- Managed daily operations, ensuring the center met its educational and administrative standards.
- Led a team of educators and administrative staff, fostering a collaborative work environment.
- Developed and implemented operational policies that improved organizational efficiency.
- Oversaw the creation of teaching materials and resources, enhancing instructional quality.
- Coordinated with external stakeholders to secure resources and support for center initiatives.
- Monitored budget allocations and expenditures, maintaining financial accountability.
- Implemented quality control measures to uphold educational standards and practices.
- Conducted performance evaluations, providing constructive feedback to staff.

EDUCATION

Master of Social Work, Madras University, 2022

Master of Arts in English Language and Literature, Mahatma Gandhi University, 2009

Bachelor of Arts in English Language and Literature, Mahatma Gandhi University, 2007

ACHIEVEMENTS

Recognized for implementing innovative teaching strategies that significantly improved instructional effectiveness and student engagement.

Successfully led a team in curriculum development that was adopted across several educational institutions.

TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint & Outlook)

LANGUAGES

English ○ ○ ○ ○ ○

Malayalam ○ ○ ○ ○ ○

Hindi ○ ○ ○ ○ ○

Tamil ○ ○ ○ ○ ○

REFERENCES

Available upon request.