



HARPREET RANDHAWA

EDUCATIONIST | ENTREPRENEUR

EDUCATIONAL QUALIFICATIONS

Pursuing Doctorate in Humanities,
Himalyan Garwal University, Utrakhand
Masters in Commerce - IGNOU University
Masters in Education - Annamalai University
**Diploma in Human Resources & Public
Relations-** Madras University.
I.C.W.A.I
Certified Master Teacher Trainer - University
of Cambridge
Certified Professional Life Coach -
Neuroleadership Group
Certified Counselor- Institute for
Psychotherapy & Management Sciences
Certified DISC Trainer - TTI Insights, USA.
Bachelor of Education -Maharishi Dayanand
University, Rohtak
Bachelor of Commerce (Honours), Delhi
University
AISSCE - Naval Public School, Chanakya
Puri, New Delhi

CAREER SUMMARY

M&N Publications, 1992-94
Accor Asia Pacific, Tele-Sales Executive
1995-97
Financial Analyst, Office Manger
St. Joseph's Convent, Bathinda, 1997-2001
Primary Teacher
Army School, Ranchi, 2002-2004
Middle School Teacher, English & Social
Science
Jain International School, Bangalore,2004-06
Middle School Teacher, English & Girls Dorm
Incharge
**Scottish High International School,
Gurugram, 2006-09**
Management Advisor to Chairman,
Management Representative for ISO
SVKM Interntional School, Mumbai,2009-11
Coordinator, IGCSE
**SMMART Training & Consultancy Pvt Ltd,
Mumbai,2011-12**
General Manager, Operations
**ICICI Academy for Skill Development,
Mumbai,2015-17**
Consultant for Training & Placements
**Vinspire Training & Consultancy Pvt Ltd,
Mumbai, 2012 - Present**
Director

EXPERIENCE

As an Educationist

Harpreet, by virtue of her vast experiences, is adept at managing different aspects of schooling, to include **school culture and DNA, IB/IGCSE curriculum, teacher training, branding of the school, corporate communications, educational research, building a wider community/network.**

Especially gifted in recognising gaps in school administration and doing a system reboot of the set up with desired changes, if required.

Possesses rare understanding of the brick as well as the *digital model of education* and can create various hybrid variants to suit the requirements.

Jain International School, Bangalore (2005-2007)

- During her tenure as Subject teacher, Harpreet disbursed additional duties of the Dorm Mistress in Girls Dorm. She along with the School Counsellor took up the role of counselling students for their Behavioural & Career Guidance.
- She was a positive Role for Sports enthusiasts on Campus.

Scottish High International School (2007-2009)

Position - Manager Corporate Affairs & Advisor to Chairman

- As Manager Corporate Affairs & Advisor to Chairman, Scottish High International School, Gurgaon which imparts ICSE & IGCSE, IB curriculum, Harpreet was directly reporting to the Chairman of the school hence was responsible for the day-to-day organisation and management of the Scottish High International School both Academic, Administration & Operations.
- To support and initiate advancements towards the Mission and Values of the School many initiatives were introduced for students, parent involvement and teacher's professional development.
- The MA to Chairman had authority over personnel, including the Principal, PYP Coordinator, MYP Coordinator, DP Coordinator, HR Head and GM Administration and worked in cognisance with President Operations for Admissions.
- Apart from being actively responsible for promoting the good image and reputation of the school, her role was also focussed on responsibility for providing overall leadership, direction and support to the school.
- Being face of Chairman Office, Public Relations was important part of responsibility in School to the wider community via- carnivals, festivals, Newspaper Articles, liaising with other Institutions, representation of SHIS at National & International Conferences.
- Prompt & professional responses to teachers & parents regarding their inquiries about School & its programs (Academic & Administrative) formed part of PR exercise. She was actively involved in school financial requirements relating to capital development, books, materials and supplies, maintenance needs, professional development and any other costs in preparation for the development of the annual school budgets along with the Chairman, Vice Chairperson, President Operations, GM Administration & Principal.
- In capacity of Management Representative for ISO: OHSAS: EMS Certifications, Harpreet was responsible to ensure implementation of Policies & Procedures for both Academic & Administrative domains.

EXPERIENCE

SVKM International School (2009-2011)

Position: Secondary Section & In-charge, Pre-primary & Primary sections

- Incapacity of IGCSE Coordinator of SVKM International, reported to the Trustees & the Principal. Apart from being responsible for providing overall leadership, direction and support for the school (Nur-Grade X). She was also responsible for actively promoting the good image and reputation of the school.
- As an IGCSE Coordinator, she had direct link to students, teachers and parents therefore was expected to reflect in action the traits of the Cambridge International Education learner profile. In addition, demonstrated working knowledge of the CIPP, CLSP, IGCSE, A Levels of the CIE.
- As Coordinator, she was also expected to take on a reasonable teaching load in addition to the administrative duties. She taught Business Studies & Global Perspectives as Subjects for IGCSE.
- Without losing focus from the school community had to disburse Administrative duties and responsibilities. Initiation and implementation the inhouse SMART Study for Pre-primary section and CIPP, CLSP, & IGCSE of CIE for primary, middle and senior school.
- Responsible for creating and maintaining a school culture indicative of a professional learning community which were supportive of all school policies and regulations.
- Planning and seeking approvals of budget by submitting requests for instructional needs after careful analysis and collaborative discussions with teachers.
- Ensuring continuous Professional Development of Teachers and empowering them for bigger roles. Coordination with the CIE for in-service training and support for teachers.
- Continuous review, evaluation of teachers' lesson planning and classroom performance through classroom observations and personal interviews.
- Liaise with respective responsible teachers regarding Individual students' needs and producing procedures to meet those needs.
- Apart from Playground/ sports duties, she was responsible for promoting and safeguarding the welfare of children and staff within the school, raising any concerns following school protocol/procedures.
- Overall, it was dynamic role to set up culture, policies, procedure and launch pilot projects such as "Centre for Performing Arts" for student development and "Coffee Mornings" for Parent interactions.

EXPERIENCE

SMMART TRAINING & CONSULTANCY PVT LTD (2011-2012)

Position: General Manager Operations

- Budgets and budgetary Controls, Cost Management.
- Initiation of Budgets Organisation wide – forecasting for all divisions.
- Monitoring financial and system generated MIS reports for across divisions.
- Innovating various Cost control measures
- Human Resources & Organisational Development
- Recruitment within deadlines committed,
- Salary calculations,
- Disciplinary process,
- Promotion evaluation board,
- HR policies,
- Maintaining the culture of the organisation,
- Employee value creation process,
- Institutionalising vision awards,
- Documentation of new policies and framework,
- Creating and maintaining the GPTW (Great Place to work) concept

Vinspire Training & Consultancy Services Pvt Ltd (2012 – till date)

Position: Founder, Director

- As a Founder, Director of Vinspire, Harpreet has been the face of the organisation managing the organisation for last 8 years and is now an award winning brand in training Industry with copyrights and trademarks for its programs.
- Conceived and developed a robust, one-of-its-kind teacher training model for their transformation. Widely acclaimed across the schools.
- Researched programs on teen development, and bridging the parent-teen gap, a much-needed intervention in today's age.
- Purposeful Engagement with Principals and Trustees of Schools across India, gaining useful 360-degree perspectives for creating positive outcomes.

Home Schooling

- Specifically shortlisted by several accomplished parents to be a Home-schooling IGCSE Coordinator, A Level & IB tutor for their children.
- Include an industrialist's son during his teenage years, teenage children of renowned Bollywood stars & Leading Entrepreneurs in Mumbai.

EXPERIENCE

As a Trainer

Since 2012, Harpreet has been conducting **Transformational and Motivational sessions** for Corporate Employees at all levels, in the capacity of being empaneled with **Reliance Management Institute and Macmillan Publishers, Harper & Collins**, reputed MNC's in the capacity of a Corporate Trainer & Teacher/Parent/Student **Facilitator**.

The programs are well researched and designed to awaken the inner consciousness and inspire change. Over a span of 8 years, she has conducted more than **1500 training sessions** under the banner of *TAB Consulting, VInspire®, Macmillan, Edify, UPES* and many more for Schools & Colleges, Corporate both in India and abroad which have received widespread acclaim.

She has trained more than **5000 corporate employees** for Performance Enhancement & Employee Engagement Programs on Ergonomics, Occupational Health & Safety, Communication Skills, Digital Footprints, Teambuilding, Women Empowerment, appx **30,000 teachers, 12,000 school students; 15,000 college students and nearly 7000 parents** across India during her illustrious career spanning over **27 years**.

Awards & Accolades

Chairman's Commendation for Outstanding Contribution, Scottish High International School (2008)

Chairman's Award for Outstanding Performance by a New Joinee, SMMART Training (2012)

Udyog Shiksha Puraskar, CEGR (2014)

Innovative Trainer, Global Education & Skills Awards (2017)

Facilitated by Andre Agassi, Director, Square Panda for **Contribution towards Early Years Education** (2019)

Edupreneur of the Year, Integrated Chambers of Commerce & Industry (2019)

Gaurav Shiksha Puruskar, CEGR (2019)

Women of Excellence, Women Economic Forum (2019)

ACCOMPLISHMENTS

She is engaged in **coaching** Senior & Middle-Level employees of Corporate, **Educator Mentor** and also is a Parent & Teen Coach. In the education field, she started her career as a primary school teacher and rose to the level of a School Administrator. She went on to earn her empanelment as a **trained Lead Auditor with QCI NABET** in 2007. She was the **Management Representative (MR)** of a reputed school in Gurgaon and was solely responsible to get accreditations for ISO 9001: 2000, OHSAS 18001 and EMS 14000, one the first for a School in India to get all three certifications.

Her most valued accomplishment has been launching her own Company VInspire Training & Consultancy Pvt Ltd in 2012.

Apart from this, she is the **Regional Director**, CEGR, General Secretary Integrated Chambers of Commerce & Industry and has been a **consultant** to ICICI Foundation for Skill Development @ Mumbai and Square Panda Inc, a Silicon-based Education Company.

She is on the **Board of Advisors** for a renowned school in Rajkot and also **The Vice Chairperson** of the Naval Childrens' School, TRUST, New Delhi. Recently, she was onboarded on the **Board of Directors**, Punjabi Chambers of Commerce & as a **Council Member** of Maharashtra Elementary Education Council.

Harpreet has also played Cricket and Hockey at International, National & University level and has been a great protagonist for sports in schools. She proudly represented **India in Women's Cricket** tour of Netherlands in 1990 and was nominated to be part of the **Indian World Cup Cricket Team** in 1989. Her motivational sessions for sports teams in schools and colleges are unique in the industry.

She is an Army wife, needless to say, patriotic and has unmatched resilience, perseverance, and integrity. She is sensitive to the cultural diversity of the nation and customizes her programs as needed for effective execution. Further, the real-life examples and experiences add genuineness and efficacy to her delivery.

Overall, she is a live role model for many. Her down to earth approach keeps her rooted in her cause to give the best training to her clients, be it organizations, schools or individuals.

Her Motto - Do the Right Thing, when Nobody is Watching.