

# HENNA SYED

**BA Psy MA Eng B.Ed & PGP in Data Science- 18 years of work experience**  
Instructional Designer | Curriculum Developer | Educationist | Career Counselor

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## ABOUT ME

Dedicated and innovative Instructional Designer, Curriculum Developer, and Academician with over 18 years of diverse experience spanning education and corporate training. A passionate advocate for creating engaging learning experiences, fostering student growth, and delivering impactful career counseling. My expertise extends beyond student development, as I also design tailored training interventions for corporate organizations, enhancing workforce productivity and leadership capabilities.

Armed with an entrepreneurial spirit, I successfully launched my institute in Oman, navigating its complex legal and business landscape with determination and strategic vision. Known for being a workaholic and a source of innovative ideas, I excel at crafting smart, efficient solutions. As an AI enthusiast, I leverage cutting-edge technologies to revolutionize both educational and corporate training methodologies. My varied experience in curriculum development, psychometric testing, and program design demonstrates a proven ability to drive success across diverse domains.

## SKILLS

- **Instructional Design & Curriculum Development:** Creating tailored educational and corporate training programs.
- **Entrepreneurial Leadership:** Founded and managed an institute in Oman, showcasing resilience, innovation, and strategic vision in navigating a challenging business landscape.
- **Administrative & Operational Management:** Overseeing daily operations, budgeting, compliance, and team management as Managing Director.
- **Strategic Planning & Business Development:** Identifying growth opportunities, building partnerships, and ensuring organizational success.
- **Team Building & Staff Training:** Recruiting, mentoring, and empowering teams to achieve institutional goals.
- **Problem-Solving & Decision-Making:** Addressing operational challenges with creative and effective solutions.
- **Career Counseling & Psychometric Testing:** Designing assessments for career guidance using Multiple Intelligences theory.
- **Educational Technology Integration:** Leveraging AI and modern tools for innovative learning solutions.
- **Student Engagement Strategies:** Developing methods to inspire academic and personal growth.
- **Soft Skills & Life Skills Training:** Facilitating workshops to improve communication, emotional intelligence, and adaptability.
- **Faculty Development & Leadership Training:** Conducting programs to enhance teaching and managerial competencies.

## EDUCATION

- **Post Graduate Program in Data Science**  
IBM Edology (2022)
- **Certified in Global Career Counseling**  
University of California, UCLA Extension (2020)
- **Master's in English Literature**  
University of Mumbai (2014)
- **Bachelor's in Education (B.Ed)**  
St. Mary's B.Ed College, (2011)
- **Bachelor's in Psychology & English,**  
University of Mumbai (2010)
- **CBSE Xth 2004 (Hill Top)& CBSE XIIth PCB 2006 (MES)**  
Calicut, Kerala State

## EXPERIENCE

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### ■ 2020 - present (Remote Work)

As a Freelancer for Mind Smart Academy & other Corporate Training companies | Global

#### **Design and development Specialist**

- Conducted training needs analysis to identify skill gaps and development objectives.
- Designed and developed e-learning modules, workshops, and training manuals using methodologies like ADDIE and SAM.
- Created facilitator guides and participant resources to support seamless training delivery.
- Leveraged AI tools, gamification, and LMS platforms to enhance training effectiveness.
- Measured and analyzed training outcomes using assessment tools to determine ROI and program impact.
- Managed multiple projects, ensuring on-time delivery and adherence to budgets while collaborating with cross-functional teams.
- Researched and implemented innovative adult learning techniques to enhance training programs.
- Drove initiatives for continuous improvement in the company's training methodologies and offerings.

### ■ 2022-2024 (Remote Work)

Workbench Online Academy | Sharjah UAE

#### **Academic Coordinator, Administrator and Facilitator**

- Conducted soft skills and life skills training sessions for students and faculty to enhance communication, emotional intelligence, and leadership skills.
- Designed and implemented specialized programs for student and teacher development, promoting holistic growth and improved teaching methodologies.
- Managed administrative responsibilities, including:
  - Planning the academic calendar and scheduling key events.
  - Organizing and conducting meetings with staff, students, and parents to ensure alignment and address concerns.
  - Overseeing student and parent management to maintain a seamless learning experience.
- Facilitated IGCSE Cambridge Science classes for Grades 4 to 7, incorporating engaging teaching methods to simplify complex concepts.
- Conducted assessments and examinations, ensuring alignment with curriculum standards and providing constructive feedback.
- Supervised the overall management of an online academy, including operations, student engagement, and digital learning initiatives.

### ■ 2018 - 2022

Launchpad Institute of Excellence – Muscat, Oman

#### **Founder & Managing Director | Career Counselor | English for IELTS & SAT | AP Psychology Tutor**

- Founded and managed a dynamic training institute specializing in corporate training, language programs, and entrance exams like NEET, JEE, SAT, IELTS, and more.
- Taught English courses for IELTS and SAT students, as well as AP Psychology for Grade 11 and 12.
- Conducted comprehensive career assessments to guide students in career mapping and decision-making.
- Designed and delivered a variety of training programs for both schools and corporate clients, enhancing skill development.
- Initiated and managed talent programs for students, including the "Let's Talk" Vlog Challenge, which involved 21 Indian schools across Oman, as well as other engaging competitions.
- Oversaw daily operations, ensuring smooth functioning of the institute while maintaining high standards of service and satisfaction for students and parents.
- Successfully grew the student base from 10 to 120 students across two centers in a short span, just before the pandemic, demonstrating effective leadership and operational excellence.

### ■ 2016-2017

Al Nahdha Group of companies - Oman

#### **Payroll Head | Data Analyst - Report specialist**

- Designed and implemented Standard Operating Procedures (SOPs) for the payroll department, managing payroll operations for multiple projects across Oman and the Middle East.
- Developed an automated Visual Basic application to streamline payroll processes, reducing human error, ensuring accuracy, and saving time.
- Generated detailed reports from various data sets to assist top management in making informed strategic decisions.
- Proposed and executed innovative solutions to improve workflow efficiency and ensure seamless operations.
- Led the payroll department, driving significant improvements in salary disbursement processes and ensuring timely payroll distribution through smarter task execution.
- Career Break - third child birth

## ■ 2014-2016

Indian School Sohar - Oman

### **PGT English Teacher CBSE (Grade 8-12) & Life Skills Coordinator (Grade 6-12)**

- Delivered engaging English lessons in both Literature and Language for Grades 9-12, aligning with curriculum goals and fostering interactive, student-centered learning through discussions, debates, and creative activities.
- Created and administered regular assessments to track student progress, offering feedback that helped enhance their academic and personal growth.
- Mentored students on managing emotions, handling difficult situations, and developing essential life skills, such as time management, study techniques, and goal setting.
- Provided emotional support to students, helping them navigate academic pressures and personal challenges.
- Guided students in exploring career options, offering advice on decision-making, and supporting their long-term career goals.
- Developed and led extracurricular initiatives such as debates, essay writing competitions, and drama events to promote creativity and confidence.
- Collaborated with teachers and staff to implement an integrated approach to student development, ensuring students received holistic support in both academics and life skills.

## ■ 2011 - 2012

Islamic International School - Mumbai

### **English & Social Science Teacher & Public Speaking facilitator**

- Taught English and Social Science to students, designing lesson plans that integrated both subject areas and aligned with curriculum objectives.
- Fostered a dynamic and engaging classroom environment, encouraging critical thinking, discussion, and active participation.
- Facilitated public speaking sessions for students, helping them build confidence, improve communication skills, and effectively express their ideas.
- Actively contributed to the school's extracurricular activities, providing students with opportunities to showcase their speaking abilities in events and competitions.
- Worked as an active member of the Ladies Wing of the Islamic Research Foundation, Mumbai, supporting school activities and community outreach initiatives.
- (Career Break - second child birth)

## ■ 2010 - 2011

St Mary's B.Ed College - Mumbai

### **Assistant to Psychology Professor**

- Assisted in conducting psychology classes for B.Ed. students, delivering engaging lectures and supporting classroom activities.
- Created comprehensive notes on Educational Psychology, summarizing key concepts and research for student use.
- Supported the professor in various research projects on psychology topics, including data collection, analysis, and literature reviews.
- Provided academic assistance to students by clarifying complex psychological concepts and facilitating discussions on key topics.

## ■ 2006-2008

Hyatt hotels - World Wide Reservation Centre - Mumbai

### **Reservation Officer**

- Designed and implemented Standard Operating Procedures (SOPs) for the payroll department, managing payroll operations for multiple projects across Oman and the Middle East.
- Developed an automated Visual Basic application to streamline payroll processes, reducing human error, ensuring accuracy, and saving time.
- Generated detailed reports from various data sets to assist top management in making informed strategic decisions.
- Proposed and executed innovative solutions to improve workflow efficiency and ensure seamless operations.
- Led the payroll department, driving significant improvements in salary disbursement processes and ensuring timely payroll distribution through smarter task execution.
- (2 years Career break - Marriage and first child)

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