

GLS / C / 443-21

CIRCULAR

10th October 2021

Key Administration Contact details

Dear Parents,

Please find appended the Key Administration Contact details for your quick reference.

GEMS LEGACY SCHOOL			
KEY ADMINISTRATION STAFF CONTACT DETAILS			
Sr. No	Name	Designation	E-Mail ID
ADMINISTRATION TEAM			
1	Ms. Asha Alexander	Principal	asha.a_gls@gemsedu.com
2	Ms. Latha Venkateswar	Vice Principal	latha.v1_gls@gemsedu.com
3	Mr. Rajiv Raghavan	Manager School Operations	rajiv.r_gls@gemsedu.com
4	Mr. Ahmed Moustafa	Manager Government Relations	ahmed.moustafa@gemseducation.com
5	Mr. Anish Thomas	Assistant Manager School Facilities	anish.t_gls@gemsedu.com
6	Mr. Nibin Thambi	ICT Engineer	nibin.t_gls@gemsedu.com
7	Ms. Maria Dcruz	Registrar	maria.d_gls@gemsedu.com
8	Ms. Deep Haria	HR Officer	deep.h_gls@gemsedu.com
9	Ms. Verginia Shehata	KHDA Coordinator	verginia.s_gls@gemsedu.com
10	Ms. Dorothy Rebello	Secretary to Vice Principal	dorothy.r_gls@gemsedu.com
11	Ms. Aarti Ratnani	Executive Secretary & Parent Relationship Coordinator	aarti.r_gls@gemsedu.com
12	Ms. Rowena D'souza	Receptionist	elizabethdso.r_gls@gemsedu.com
13	Ms. Jyothi Chandran	Receptionist	jyothi.c_gls@gemsedu.com
14	Ms. Krishna Puthiyarambath	Data Entry Operator	krishna.p3_gls@gemsedu.com
15	Ms. Sindhu Prakasan	Government Relations Coordinator	sindhu.p_gls@gemsedu.com
ACCOUNTS TEAM			
16	Mr. Ragesh Rajappan Pillai	Accounts Officer	ragesh.r_gls@gemsedu.com

17	Mr. Benny Mathew	Assistant Accounts Officer	benny.m_gls@gemsedu.com
18	Mr. Sreekumar Rajendran	Cashier	sreekumar.r_gls@gemsedu.com
19	Ms. Rekha Sreejith	Cashier	rekha.s_gls@gemsedu.com
MEDICAL TEAM			
20	Dr. Ratna Devi	School Doctor	ratnadevi.r_gls@gemsedu.com
21	Dr. Nisha Joseph	School Doctor	nisha.p_gls@gemsedu.com
22	Ms. Sneha Alex	School Nurse	sneha.a1_gls@gemsedu.com
23	Ms. Lissy Vincent	School Nurse	lissy.v1_gls@gemsedu.com
24	Ms. Honey Hareendranathan	School Nurse	honey.h_gls@gemsedu.com
25	Ms. Rajarajeswari Rajasekaran	School Nurse	rajarajeswar.r_gls@gemsedu.com
26	Ms. Ruby Mathew	School Nurse	ruby.m_gls@gemsedu.com
EDUCATION TEAM			
27	Ms. Anita Krishnan	Head - KG and Lower Primary	anita.k_gls@gemsedu.com
28	Ms. Oliva Mascarenhas	Assistant Head - KG and Lower Primary	oliva.m_gls@gemsedu.com
29	Ms. Radha Madhukar	Supervisor - KG1	radha.m_gls@gemsedu.com
30	Ms. Jennifer Joseph	Supervisor - KG1 (Deputized)	jennifer.j_gls@gemsedu.com
31	Ms. Rizwana Mukadam	Supervisor - KG1 (Deputized) and Year Head	rizwana.m_gls@gemsedu.com
32	Ms. Zahra Shirazi	Supervisor - KG2	zahra.r_gls@gemsedu.com
33	Ms. Rana Sabohi	Supervisor - KG2 and Year Head	rana.s1_gls@gemsedu.com
34	Ms. Neena Cherian	Supervisor - KG2	neena.c_gls@gemsedu.com
35	Ms. Ananya Chakraborty	Supervisor - Grade 1 and Year Head	ananya.c_gls@gemsedu.com
36	Ms. Shruti Shimpi	Supervisor - Grade 1 (Deputized)	shruti.s4_gls@gemsedu.com
37	Ms. Leeann D'souza	Supervisor - Grade 1 (Deputized)	leeann.d_gls@gemsedu.com
38	Ms. Viny Agnes	Supervisor - Grade 2 Head of Personal Development	viny.a_gls@gemsedu.com
39	Ms. Rashda Manzoor	Supervisor - Grade 2 (Deputized)	rashda.m_gls@gemsedu.com
40	Ms. Saffura Anwar	Supervisor - Grade 3 (Deputized)	saffura.a_gls@gemsedu.com
41	Ms. Shini Nair	Supervisor - Grade 3 (Deputized)	shini.n_gls@gemsedu.com
42	Ms. Pratima Verma	Supervisor- Grade 4	pratima.v_gls@gemsedu.com
43	Ms. Nisha Mohsin	Supervisor - Grade 5 (Deputized) EXPO 2020 School Coordinator	nisha.m1_gls@gemsedu.com
44	Ms. Mareen Mathew	Supervisor- Grade 6 and Head of Assessments	mareen.m_gls@gemsedu.com
45	Mr. Mohamed Moustafa	Head of Arabic and Islamic Studies	mohamed.m14_gls@gemsedu.com
46	Ms. Nashwa Ahmed	Arabic Supervisor	nashwa.s_gls@gemsedu.com

47	Ms. Anagha Mulay	Head of Inclusion	anagha.m2_gls@gemsedu.com
48	Ms. Lorraine Gomes	Supervisor- Special Needs	lorraine.g_gls@gemsedu.com
49	Ms. Sarita Kaul	Supervisor- Special Needs and Designated Safeguarding Lead	sarita.k_gls@gemsedu.com
50	Ms. Aswathy Saraswathy	Head of Curriculum & Assessments	aswathy.s1_gls@gemsedu.com
51	Ms. Ranjani Ramnath	Head of Curriculum Design & Research	ranjani.r_gls@gemsedu.com
52	Ms. Bhawna Sajani	Chief Digital and Innovation Officer	bhawna.s_gls@gemsedu.com
53	Ms. Geraldine Khare	Teaching and Learning Coach- English, Gr 1-3	geraldine.k_gls@gemsedu.com
54	Ms. Vridhi Sharma	Teaching and Learning Coach- English, Gr 4-6	vridhi.s1_gls@gemsedu.com
55	Ms. Fatima Anis	Teaching and Learning Coach- Mathematics, Gr 1-3	fatima.a2_gls@gemsedu.com
56	Ms. Iffat Beg	Teaching and Learning Coach- Mathematics, Gr 4-6	iffat.b_gls@gemsedu.com
57	Ms. Namitha Sadan	Teaching and Learning Coach- Science, Gr 1-3	namitha.s_gls@gemsedu.com
58	Ms. Princy Soosepper	Teaching and Learning Coach- Science, Gr 4-6	princy.s_gls@gemsedu.com
59	Mr. Geoffrey Blaquiere	Afternoon Activities (AAA) Coordinator	geoffrey.b_gls@gemsedu.com

Warm regards,



Asha Alexander

أشا ألكسندر

Principal

مديرة المدرسة

Executive Leader - Climate Change

الرئيس التنفيذي - تغير المناخ