**Neha Khan**

***Academic Coordinator Corporate Trainer Clinical Psychologist***

**Address:** Formanites society near DHA phase 5 ,Lahore

**Contact number:**

0321-4115679

**Email address:**

[nehakhancpk@gmail.com](mailto:nehakhancpk@gmail.com)

**EDUCATION**

Kinnaird College For Women Lahore 2015 –2017

MS Clinical Psychology (CGPA: 3.80/4.00)

Principal’s Merit list Award

Kinnaird College For Women Lahore 2011 -2015

B. Sc (Hons) Psychology (CGPA: 3.56/4.00)

Kinnaird College For Women Lahore 2009-2011

Intermediate (1st Division)

Ace International Lahore 2008-2009

O-Levels (pure sciences)

**LANGUAGE SKILLS**:

Expert in English, Urdu and Punjabi

**SUMMARY**

Effective academic coordinator, administrator, corporate trainer & educator with inherent ability to face challenges at work place and proactively resolve issues.

Dedicated psychologist, public speaker and mental health professional with indigenous approach in providing exceptional care and proposing/implementing effective plans for clients and students.

**OBJECTIVES**

Obtain a position in a good organization where I can maximize my experience and program developmental and learning patterns, utilize my learning skills for behavior management and gain further knowledge while enhancing the organization’s productivity and reputation.

**PROFESSIONAL EXPERIENCE**

**ECO School’s fellowship by ALIF & University College of London (UCL)**

* Promoting mental well being through sustainable practices
* Attending workshops organized by ALIF & UCL
* Collaborating with schools and integrating psychological principles among teachers and students

# Motivational speaker

* Guest speaker at ‘Jaago Lahore’ –Dunya News Channel
* Guest Speaker at ‘Meri Saheli’ & ‘Vakeel Online’ –Samaa News Channel

# Corporate Trainer

* ‘Anger management’ workshop at Superior University- Faisalabad Campus
* Seminar on ‘Stress Management & Work life balance’ – Matrix Sourcing

# Academic & administrative Coordinator

***Learning Alliance DHA Phase 8*** *June 2023-Present*

Key responsibilities:

Supervising teachers in lesson planning and curriculum development.

Teacher training based on the Oxford, Cambridge and relevant publisher’s curriculum.

* To assess and create educational materials, evaluate educational technologies and mentor new teachers to help them innovative effective instructional methods and strategies
* To overlook student affairs and resole their queries pertaining to academics.
* Process new admissions; provide assistance with workshops, student interviews and information sessions.
* Meet with parents and resolve all queries in a timely manner as well as answer all admission related inquiries through the school email account.
* Manage withdrawal process including issuance and approval of withdrawal certificates.
* Communicate with oversees prospective parental body and share the required information accordingly.
* Ensure timely update of student registrations during the Academic Year and share details with management as required.
* Share details of fee structure with the parents and explain the procedure for fee payment.
* Supervise students’ attendance and update the record in student personal files.
* Keep record of student queries/applications, forward them to class teachers/SVP/VP and ensure regular follow up.
* Safekeeping of examination and test papers.
* Prepare notices, school calendar, text for SMS and directives to be sent to parents with the guidance of SVP/VP and liaison with the Communications Department for approval and timely uploading onthe web portal.

# Head Science teacher (Primary Years)

***INTERNATIONAL SCHOOL LAHORE (ISL)*** *August 2021-May 2023*

Key responsibilities:

1. Creating lesson plans and teaching methodologies for SNC and Oxford based curriculum.
2. Training faculty with the usage of the Learning Management System (LMS).
3. To assess educational materials, evaluate educational technologies and mentor students based on science curriculum.

**Academic Coordinator & School Psychologist**

***Lahore Grammar School (LANDMARKPROJECT)*** *October 2017- August 2021*

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Key responsibilities:

1. Creating lesson plans and teaching methodologies for Cambridge and Oxford based curriculum.
2. Expert in giving training to the teachers about the curriculum (Oxford, Cambridge and SNC).
3. Assist and train faculty with the usage of the Learning Management System (LMS).
4. Supervising students’ development by evaluating their progress reports.

# Consultant Clinical Psychologist

## ALNOOR DIAGNOSTIC CENTER, SHADMAN

September 2018-December 2024

# Special Education Teacher and Clinical Psychologist

## TNS BEACONHOUSE

May 2016-September 2017

# Special Education Trainer and Clinical Psychologist

## TURNING POINT CENTER FOR SPECIAL EDUCATION

Jan 2016 – August 2016

**ACHIEVEMENTS AND PROJECTS:**

* Participated in 6th International CBT Conference held at Services Hospital and awarded symposium for contribution inorganizing the event.
* Participated in seminar held at PC related Bi-polar disorder organized by GSK pharmaceuticals.
* Participated and organized the seminar related to phenomenological research at Kinnaird College.
* SWOT analysis on Nestle and Coca-cola companies.
* Project presentation on Leadership styles and human resource policies in Warid and Mobilink.
* Placed on Principal’s merit list for obtaining highest CGPA in Masters.

**TRAINING PROGRAMS**

1. Empowering leaders-role of social sciences in real world solutions,
2. Empowering children, how can we make writing interactive,
3. Cultivating connection- a mindful approach to sustainability building and wellbeing,
4. Future ready learning
5. Educational leadership and school management
6. AI as our Ally
7. Using resources that aren’t textbooks
8. If I don’t use a textbook, what can I use?
9. Teacher’s training workshop on conscious discipline of children
10. Teacher’s training workshop on challenging behaviors of children, creating effective lesson plans, and professional development.
11. Teacher’s training workshop on love and logic pertaining to children’s attitude
12. Reinforcing positive behavior among clients and students at Lahore Children’s Centre.
13. SNC training workshops.

***Psychology based trainings:***

1. Treatment and rehabilitation of clients.
2. Child and adolescent psychiatry/psychology.
3. Supportive psychotherapy.
4. Psychological assignments and assessments.
5. Human resource and management along with recruitment