



SANA JATOI

Educationist/Trainer

An accomplished leader with a strong background in educational management and strategic planning. Possessing a demonstrated ability to drive organizational growth and excellence in education through effective leadership and collaboration. Experienced in overseeing multiple educational institutions within a region, implementing policies, and fostering a culture of continuous improvement. Seeking a challenging role as a Regional Head where I can utilize my leadership skills to enhance the quality of education and achieve organizational objectives.

Contact

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Address

Lahore-Pakistan

Qualification

2003

Master in International Relation

Bahauddin Zakariya University-Multan

2000

Bachelor of Arts

Bahauddin Zakariya University-Multan

Expertise

- Planning and Development
- Career Counseling
- Time management Collaboratio
- Communication skills
- Interview Preparation
- Empathy and Listening
- Problem-Solving
- Leadership
- Team Management

Experience

2023-continue Paragon Overseas Education/HO -Lahore Regional Head-UK

- Lead a team of 65 consultants across Punjab,KPK,Khi, responsible for promoting UK universities to prospective students and educational institutions.
- Designed and executed strategic initiatives aimed at broadening market penetration and boosting student admissions, leading to enhanced annual revenue.
- Established and maintained strong partnerships with key stakeholders including universities, schools, and government agencies to facilitate student recruitment and placement.
- Initiated and led engagement sessions at prestigious Cambridge stream institutions to promote industry knowledge sharing and foster talent development.
- Provided guidance and support to consultants in achieving sales targets, conducting training sessions, and implementing best practices in student counseling and admissions processes.
- Implemented effective marketing strategies including digital campaigns, events, and collaborations with educational fairs to enhance brand visibility and attract prospective students.
- Conducted regular market analysis and competitor research to identify emerging trends and opportunities for business development.
- Ensured compliance with regulatory requirements and quality standards in accordance with the guidelines set by UK universities and accreditation bodies.
- Fostered a culture of excellence, teamwork, and continuous improvement within the regional team, resulting in high employee morale and retention rates.

2018 - 2023 Beaconhouse School System-Lahore Event Manager-Career Advisor-O/A Level Instructo/IC

- Plan, coordinate, and execute events from conception to completion, ensuring all aspects are well-organized and within budget and calendar.
- Develop event concepts, themes, and objectives in collaboration with related staff.
- Collaborate with marketing team to develop promotional strategies and materials for events.
- Organized and coordinated school events, including career fairs, sports events, and cultural festivals, involving over 300 attendees.
- Handled communication with vendors and ensured events adhered to budgets and timelines, enhancing my organizational and time-management skills.
- Received positive feedback from school administration for efficient planning and execution, leading to increased participation rates in events.
- Provided peer support for A-Level students on career pathways, college applications, and subject selection to align with career goals.
- Conducted research on various careers and educational pathways, creating informational resources and presentations for peers.
- Developed strong interpersonal and advisory skills by offering personalized guidance based on each student's strengths and interests.
- Organized workshops on college applications and interview preparation, attended by students, in collaboration with the school's career counselor.

Language

English

Urdu

Soft Skills

MS Excel

Microsoft PowerPoint

Microsoft Outlook

MS Word

2015 - 2018

International Public School and College-Abbottabad HM

- Create and maintain a positive and inclusive learning environment for students and staff.
- Monitor curriculum development, ensuring alignment with educational standards and best practices.
- Promote innovative teaching methodologies and incorporate technology into the learning process.
- Conduct regular assessments to evaluate student progress and implement improvement plans as needed.
- Communicate regularly with parents, providing updates on student performance, school activities, and policies.
- Organize and oversee parent-teacher conferences, ensuring effective collaboration and support for student development. Oversee the maintenance and improvement of school infrastructure, ensuring a safe and conducive learning environment.
- Encourage and support the professional growth of teaching and administrative staff through training and mentorship.

2011 - 2015

Army Burnhall School and College-Abbottabad

Academic Coordinator-Career Advisor

- Dedicated and experienced Academic Coordinator with five years of proven success in coordinating and managing educational programs. Skilled in overseeing curriculum development, student support, and faculty coordination. Committed to fostering a positive learning environment and enhancing academic performance.
- Oversaw curriculum development and ensured alignment with educational standards and goals.
- Collaborated with faculty members to develop and implement effective teaching strategies.
- Provided guidance and support to students regarding course selection, academic progress, and career planning.
- Organized and facilitated professional development workshops for faculty to enhance teaching techniques and classroom management skills.
- Monitored and evaluated student performance, identifying areas for improvement and implementing appropriate interventions.
- Developed and maintained strong relationships with parents, addressing their concerns and providing updates on students' progress.
- Received commendation from parents for effectively resolving student-related issues and maintaining open lines of communication.
- Lesson Planning, SOW and development of subject-wise teacher timetable, PTM, assessment and Examinations.

2012-continue

Oxford University Press Academic Trainer

2006-2011

Beaconhouse School System O/A Level Instructor

Professional Accomplishments

- Built and managed a high-performing regional team, fostering a culture of collaboration, innovation, and excellence. Implemented training and development programs to enhance team skills and competencies, resulting in improved client satisfaction and project outcomes.
- Developed and executed targeted business development strategies to acquire new clients and expand the firm's client base. Cultivated strong relationships with key clients and stakeholders, ensuring long-term partnerships and repeat business opportunities.
- Received recognition and awards for outstanding performance, leadership, and contributions to the success of the consultancy firm. Demonstrated commitment to excellence and continuous improvement in all aspects of regional operations.
- As a Headmistress, I successfully implemented comprehensive educational reforms that led to a significant improvement in student academic performance and overall school rankings. Under my leadership, the school achieved a record-breaking 98% pass rate in national examinations, positioning it among the top-performing schools in the region. I spearheaded the development and implementation of innovative curriculum enhancements, resulting in increased student engagement and retention. Additionally, I fostered a positive and inclusive learning environment, where student disciplinary issues decreased by 50% and student satisfaction scores reached an all-time high. Through effective team management and professional development initiatives, I successfully motivated and empowered the faculty, resulting in increased teacher retention rates and a more cohesive educational community. My dedication to continuous improvement and commitment to student success were instrumental in driving the school's achievements and fostering a culture of excellence. Implemented a comprehensive teacher professional development program, resulting in a 20% increase in overall teacher effectiveness and student engagement levels.
- Provided personalized career counseling to A-Level students, assisting them in identifying their strengths, interests, and career goals. Helped students explore various career paths, make informed decisions, and develop action plans to achieve their aspirations.
- Implemented innovative teaching methods and tailored instructional strategies to engage O/A-Level students and enhance their academic performance. Consistently achieved high pass rates and academic success among students in challenging subjects, earning recognition from school administration and parents.
- Took on leadership roles in extracurricular activities, such as student clubs, debate teams, or community service projects, fostering students' leadership skills, teamwork, and personal development. Organized events and initiatives to enrich students' extracurricular experiences and showcase their talents and achievements.
- Initiated and led professional development workshops and seminars for fellow educators and staff members on topics such as career counseling techniques, curriculum development, and student engagement strategies. Contributed to a culture of continuous learning and professional growth within the school community.
- Established mentorship programs and provided ongoing support and guidance to A-Level students, addressing academic, personal, and social-emotional needs. Created a safe and supportive environment where students felt empowered to seek assistance and overcome challenges.
- Collaborated with colleagues to develop and implement innovative career development programs, internship opportunities, and experiential learning initiatives tailored to A-Level students' interests and career goals. Expanded students' exposure to real-world experiences and professional networks.
- Fostered open communication and collaboration with parents, guardians, and community stakeholders to support students' holistic development and success. Organized parent workshops, information sessions, and networking events to involve families in the career planning process and promote parental involvement in students' education.

Professional courses/certification

- Cambridge Certified Teacher.
- Online skills for remote learning.
- How to teach online; providing continuity.
- Teacher's foundation course by BSS got Distinction.
- Teaching vocabulary and adapting materials, language demands and thinking skills, supporting learners
- Connecting classrooms through Global Learning.
- Assessment for learning.

Webinars/Seminars

- Webinar on Testing time
- Empowering Student Voices
- Foundational Skills in Middle School
- Inclusive Technology

Reference

Nasir Nazir

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Abdul Haseeb

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Rizwan Safdar

Country Destination Manager (UK & IRE)

IDP Education Pakistan

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