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Location: Pakistan (ready to relocate to UAE)

Dynamic School Leader, highly motivated and results-oriented educator with a **Master's Degree in Business Administration** and **Higher Diploma in Business Management-UK** with almost **10 years** of progressive experience in the world of education and leadership- with over **4 years** of experience in strategic growth and operational restructuring and **6 years** of Homeroom Teacher & Mentor. Proven ability to foster a positive learning environment, drive academic achievement, and manage operations effectively. Skilled in Curricula Development, Teacher Training, Classroom Management and Communication with parents and stakeholders. Proven expertise in event management and verbal communication, successfully supervised staff and implemented innovative programs. Committed to driving institutional growth and nurturing diverse student population. Seeking an **Academic/Administrative role** to leverage leadership skills and contribute to a high-performing school community.

## **PROFESSIONAL EXPERIENCE**

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**12/2022 – 6/2025**

**Founding Principal, Broadwood Central School Faisalabad Campus, Pakistan**

- Orchestrated school operations to foster a positive and productive learning environment.
- Developed and implemented innovative curricula to enhance student achievement.
- Provided instructional leadership and facilitated professional development for teachers and staff.
- Cultivated strong relationships with parents and stakeholders, promoting community engagement.
- Leveraged technology in the classroom to enhance teaching and learning practices.
- Taught English, Mathematics and Global Citizenship (Year 1 till 5)
- Managed the school's social media presence across platforms including Facebook, Instagram, LinkedIn, and YouTube on a daily basis.

**07/2021 – 12/2022**

**Head of School-Early & Primary Years, Broadwood Central School Faisalabad Campus, Pakistan**

- Directed daily classroom operations and monitored student progress within designated grade levels.
- Engineered engaging lesson plans aligned with curriculum standards for optimal learning outcomes.
- Provided tailored instructional support to meet diverse student needs.
- Assessed student learning outcomes, implementing strategies to enhance academic performance.
- Taught English, Mathematics and Global Citizenship (Year 1 till 5).

**08/2019 – 06/2021**

**Mentor & SL (Early & Primary Years), The City School Chenab Campus, Pakistan**

- Served as **Mathematics Subject Leader** and Mentor for Early & Primary Years, providing guidance and support to enhance teaching quality.
- Engaged in ongoing professional development opportunities to stay current with educational trends.
- Organized workshops for parents and trainings for fellow teachers as part of professional development.

**08/2015 – 06/2021**

**Class Teacher (Early Years & Primary Years), The City School Chenab Campus, Pakistan**

- Implemented effective classroom management strategies to maintain a positive learning atmosphere.
- Utilized interactive technology such as whiteboards and online resources to enhance instruction.
- Managed the classroom of 30 with Student Centered Teaching approach being a Class Teacher of Year 1 & 2.
- Arranged different school events at different platforms and also worked as House Mistress.
- Communicated consistently with parents regarding student progress, behavior, and upcoming events.
- Conducted and hosted different National and International Competitions for Early & Primary Years such as CEATS, HRCA, ICATS, IKLC and IKMC yearly.

**01/2011 – 03/2012**

IELTS Instructor- Kaplan Institute, Pakistan

## EDUCATION

<b>Master of Business Administration (MBA)</b> International Marketing & Human Resources Management	Federal Urdu University of Arts, Sciences and Technology Karachi, Pakistan	<b>2013</b>
<b>Diplomas Route to MBA-UK</b> <ul style="list-style-type: none"> <li>Advanced Diploma (<b>ABE Level 5</b>) in Business Management</li> <li>Higher Diploma (<b>ABE Level 6</b>) in Business Management</li> </ul>	London School of Management and Technology • Lahore Campus (ABE UK)	<b>2009 – 2012</b>
<b>Bachelor of Arts (BA)</b> Economics & Journalism	University of the Punjab •Lahore, Pakistan	<b>2009</b>
<b>Diploma</b> -Fashion Designing	Government College University Faisalabad, Pakistan	<b>2008</b>
<b>GCE Advanced Level (A Level)</b> Business Studies, Economics 2A*, 1 A (Gold medalist)	The City School University of Cambridge International Examinations	<b>2007</b>
<b>IGCSE, GCE Ordinary Level (O Level)</b> Physics, Chemistry & Biology	The City School University of Cambridge International Examinations	<b>2005</b>

## RELEVANT SKILLS

### Leadership & Management:

- School Operations Management
- Curriculum Development & Implementation
- Instructional Leadership
- Teacher Training & Development
- Team Building & Collaboration

### Technical Skills:

- Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Calendar & Scheduling Software (e.g., Outlook Calendar, Google Calendar) drafting circular and notices.
- Communication & Collaboration Tools (e.g., Microsoft Teams, Google Meet, Google Classroom, Zoom)

### Teaching & Learning:

- Classroom Management
- Lesson Planning & Delivery
- Differentiated Instruction
- Student Assessment & Evaluation
- Technology Integration in lessons
- Online Classroom handling

## PROFESSIONAL CERTIFICATIONS & TRAININGS

<b>EYE Certification-in Early Years Education</b>	<b>2016</b>	
The City School Chenab Campus		
<b>Aptis- English Language Test</b>	<b>2018</b>	
Final scale score "C" (Highest) by British Council		
<b>Workshop by Oxford University Press for early Years Education</b>	<b>2019</b>	
<b>AFL Training Course</b>	<b>2020</b>	
<b>Microsoft Trainings and Online Courses</b>	<b>2021</b>	
<b>PSGN Teacher Trainings by British Council (Online)</b>	<b>2020-21</b>	
<b>Attended Principal Forum by Pearson UK and British Council</b>	<b>2022</b>	
<b>Teacher Training-IPLS implementation Training by Pearson UK</b>	<b>2023</b>	

### Languages:

- Urdu (Native)
- English (Professional)
- Arabic/German (Basic)