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D.O.B.: June 10th 1981

WORK EXPERIENCE

THE CITY SCHOOL REGIONAL OFFICE

SEP 2023 TILL AUG 2024

- **INTERIM GENERAL MANAGER ACADEMICS** JUNE 2024 TILL AUG 2024
 - Review of curriculum PG – 2 for upgrades
 - Planning for and guiding the Curriculum Leads
 - Acting as a liaison between the HO and the Southern Region on matters of academics and co curriculars
 - Providing guidance to the O/A Level Regional Phase Leader
 - Providing guidance to the Regional Coordinator for Co Curriculars
 - Management of the Regional Academic support team
 - Worked with Regional Sports Coordinator to upgrade the Regional Sports Plan
- **ASSISTANT REGIONAL DIRECTOR – KARACHI** SEP 2023 – AUG 2024
 - Management and monitoring of 36 schools across Karachi
 - Planned and began execution for Uplift for 19 Early Years schools
 - Planned and executed revamp of the 3 A Level schools from Infrastructure, Scholarship and admission policies and procedures, school procedures, co curriculars, recruitment
 - Successfully executed opening of two EY new schools in Karachi in 8 months
 - Working on feasibilities and planning infrastructure and hiring
 - Planned and began execution of Network Optimization as a 5 year plan

FOUNDATION PUBLIC SCHOOL - A LEVEL

NOV 2022 TILL SEP 2023

- **PRINCIPAL A LEVEL**
 - Execution and management of everyday procedures and operations of the school in line with the plans.
 - Training and Leading a team of an administrative staff of 15 people and a teaching staff of approx. 40 teachers
- **STRATEGIC PLANNING FOR A LEVEL & 4 O LEVEL CAMPUSES IN KARACHI WORKING DIRECTLY WITH THE EXECUTIVE DIRECTOR**
 - Increased engagement between O and A Level campuses
 - Plan and implement academic guidance and support programs to O Level students at the A Level campus.

FOUNDATION PUBLIC SCHOOL - A LEVEL

JUL 2019 TILL NOV 2022

- **VICE PRINCIPAL A LEVEL**
 - Redesign of the A Level framework. (Academics, academic support and college counseling)
 - Revamp of the A Level perception

- A Level Admissions
- Revamp of Clubs, societies, extracurriculars, Sports program
- Training and Leading a team of an administrative staff of 15 people and a teaching staff of approx. 40 teachers
- STRATEGIC PLANNING FOR A LEVEL & 4 O LEVEL CAMPUSES IN KARACHI WORKING DIRECTLY WITH THE EXECUTIVE DIRECTOR
 - Increased engagement between O and A Level campuses
 - Plan and implement academic guidance and support programs to O Level students at the A Level campus.

KARACHI GRAMMAR SCHOOL

JUL 2018 TILL MAY 2019

- Designed a new structural framework for College and Career Counseling
- O LEVEL FACULTY

NIXOR O LEVELS (Class 7 till O Level)

- PLANNING AND EXECUTION HEAD & PROGRAM DIRECTOR MAR 2015 TILL DEC 2017
 - Planned and executed the structure of the new school.
 - Executed all aspects of the school; setup, curriculum, admissions, recruitment, hiring of teachers, teachers' training, extracurriculars.

NIXOR COLLEGE FOUNDATION PROGRAM

- PROGRAM DIRECTOR JUN 2013 TILL MAR 2015
 - Executed all aspects of the school; setup, curriculum, admissions, recruitment, hiring of teachers, teachers' training, extracurriculars.

NIXOR COLLEGE FOR A LEVEL STUDIES AND NIXOR COLLEGE FOUNDATION PROGRAM

- REGISTRAR JUN 2013 TILL JUN 2016
 - Management and training of academic counseling staff (team of 25 people)
 - Management of grades and transcripts in ERP for more than 1500 students
 - CAIE Registrations for more than 1500 students
- MANAGER COLLEGE COUNSELING MAR 2011 TILL MAY 2013
 - Designed the structure and mechanism of college and career counseling.
 - Trained more than 10 career counselors over 3 years
 - Management of student applications, individual student counseling, application deadlines, teacher recommendations for approx. 700 students every year
- MANAGER INBOUND TESTING: MAR 2011 TILL MAY 2013
 - Design, management and execution of A Level admission test for more than 2000 applicants every year
 - Leading and management of a team of approx. 20 staff members for correction of solved test papers, compilation and publishing of test results.
- LEAD COUNSELOR – USA AUG 2010 TILL MAY 2013
 - One on one engagement with over a 100 students every year providing guidance on US university lists, essays and college applications.

- **A LEVEL ADMISSIONS** AUG 2010 TILL SEP 2017
 - Part of the core team conducting A Level admission interviews
 - Decision making on student admission files and preparing admission offers

HAMPTON SCHOOL FOR O LEVELS.

- **ACADEMIC AND EVENTS COORDINATOR** OCT 2004 TILL JUL 2010
- Teacher Support
- Student Support

PART TIME CONSULTANCY PROJECTS - FUTURE SPRINT SERVICES JAN 2020 - PRESENT

- Working in capacity of Business Developer with small network schools in Punjab and Interior Sindh to revamp infrastructure, curriculum, policies etc
- One on one engagement with approx. 25 students till date providing guidance on global university placement, choosing courses, essays and college applications
- Consultant in planning, setup and evaluation for two mainstream A Level schools in Karachi
- Consultant for PAF KIIT in planning and setup of an A Level school in Karachi. Project was discontinued due to Covid.

TEACHING EXPERIENCE:

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| • O LEVEL BIOLOGY | AUG 2016 – FEB 2018 |
| • CAIE A Level General Paper | SEP 2010- APR 2011 |
| • SAT I preparatory classes (6 weeks preparatory course) | SEP 2010 – OCT 2010 |
| • CAIE O Level Sociology | AUG 2009 – MAY 2010 |
| • CIE O Level Biology | FEB 2004 – MAY 2010 |
| • CIE O Level Chemistry | FEB 2004 – MAY 2010 |
| • CIE O Level Physics | FEB 2004 – MAY 2006 |

Private Home based tuition to CAIE students sitting for exams privately (Biology, Chemistry, Geography, Sociology, Business Studies) AUG 2004 – MAY 2010

EDUCATION:

Master in Biochemistry, M.Sc. (Double Degree) **Jan 2003 - Dec 2003**
 Department of Biochemistry,
 University of Karachi.
 Pakistan

Bachelor in Biochemistry, B.Sc. (Hons.) **Jan 2000 – Dec 2002.**
 Department of Biochemistry,
 University of Karachi.
 Pakistan.

