



ALLAHRACKHA

s/o

MUHAMMAD ASHRAF

OBJECTIVE

To become a best educationist of the world.



0315-8484279



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madulgadir37@gmail.com

ACADEMIC QUALIFICATION

- M.A English from **National University of Modern Languages**
- Graduation in Commerce from **Karachi University**
- Intermediate from Karachi Board
- Matriculation from Karachi Board

PROFESSIONAL QUALIFICATION

- M. Ed. Finalist from Allama Iqbal Open University
- B. Ed. from **Allama Iqbal Open University**

CAREER SUMMARY

- Assistant Manager Admission and Project Management
- Subject Specialist English & Examination Officer
- Principal & School Administrator
- Teacher

WORKING EXPERIENCE

Working in Dar-ul-Madinah International Schooling Systemas; (2018-till date)

TEACHING (ENGLISH)

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|---|-----------|
| ○ The Bright Future Schooling System | 2018-2019 |
| ○ Darul Madinah International Islamic School System | 2012-2014 |
| ○ Nashra English Medium School | 2005-2008 |

EXAMINATION OFFICER (ENGLISH)

- Examination papers
- Unit test
- Examination syllabus
- Answer keys drafting
- Conduct online trainings and awareness sessions

SUBJECT SPECIALIST (ENGLISH)

- Lesson Planning drafting
- Worksheets drafting
- Syllabus drafting
- Curriculum (SNC)
- Vacation Homework
- Proofreading and editing the documents
- Teachers' training and inspection

PRINCIPAL

Dar-ul-Madinah International Islamic school system 2014-2019

Academic Responsibilities

- Create and boost teaching and learning environment in school.
- Timely syllabi completion and submission of syllabus coverage report.
- Ensure proper and smooth conduction of school routine operations.
- Promotion of English speaking environment
- Fair and smooth conduction and controlling the examinations and timely announcement of result.
- Conduction of school events, curriculum and co-curricular activities.
- Ensure staff's and students' discipline.
- Assign duties to staff and make duty roster.
- Collaborate with teachers, parents and students to provide the best

education for each student and assist them in their academic and professional goals.

- Develop and maintain a master schedule for the academic and co-curricular activities and events.

Administrative Responsibilities

- Staff and students mentoring and monitoring and making monthly staff performance report.
- Ensure staff's hiring and retention.
- Compliance policies related to HR, admin, admission and finance etc.
- Maximize the admission and ensure smooth admission process.
- Ensure school building maintenances and cleanliness.
- Handle day to day administrative matters such as petty cash, billing etc.
- Make projection for future prospective and admission plan.
- Help admin to finalize new building for new academic session.
- Cross check and inspect the bills and files.
- Keep update school journals such as stock registration, dead stock etc.
- Make plan for renovation and repairing the building and furniture.
- Parents counseling, meeting, and resolve their issues.
- Keep liaison with head office and act as a liaison between the school and the community.
- Execution and keeping an eye on school policies and safety protocols.
- Observe day-to-day school operations and matters.
- Provide leadership in times of crisis.
- Manage personnel management, office operations, and emergency procedures.
- Make plans for admission and futures students' projections.

Financial Responsibilities

- Maximize fee and arrears' recovery
- Manage the petty cash and running expenses properly.
- Monitor budgeting and determine budget allocations for items such as supplies, materials, staff and equipment.

ASSISTANT MANAGER ADMISSION

ERP SOFTWARE OPERATOR for admission process.

- Plan, organize and maintain admission process.
- Collect and analyzes the data regarding admission, registration, online chat, telephone helpline, and direct services.
- Collaborate with staff, faculty, to resolve complex student issues relating to admission, dual enrollment, registration, late drops, refunds, administrative drops and withdrawals.
- Present admission and registration analysis to senior management.
- Conduct awareness session for admission.
- Record and resolve admission related queries and provide SOPs.
- Keep liaisons with senior management regarding admission.
- Publish the schedule of admission and registration dates and times.
- Establish and maintain an admission and registration annual calendar of events and tracks benchmark activities.
- Coordinate the admission and registration web site; related email accounts as well as admission, and registration.
- Develop prospectus that is utilized by students and staff for admission and registration purposes.

ASSISTANT MANAGER PROJECT MANAGEMENT

- Project initiation, planning, execution
- Project monitoring, controlling and closing
- Coordinate with regions and get updates of expansions and extensions
- Facilitate the regions to resolve their issues regarding project.
- Visit the campuses to monitor progress and development
- Coordinate with related departments for approval.
- Set and maintain the timeline for projects.
- Complete any necessary tasks; research and email, presentation etc.
- Preparation of project presentation, proposal ideas and present them to the director with convincing proof for approval

EXTRA SKILLS

Computer

- M.S. Office
- Browsing etc.

Languages

- English
- Urdu