

Curriculum Vitae

Personal Info:

- Aaqib Ali
- Nationality: Pakistani
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- Date Of Birth: March 6th, 1992
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- Languages: English, Urdu, Pashto.
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An enthusiastic hard worker skilled in Teaching/Coordination/Principal; Seeking a position offering career opportunities for Personal Contribution and professional growth utilizing my technical knowledge in the education field.

STRENGTH:

Ability to work and learn in a team, Strong Determination, Positive Attitude, Flexibility.

JOB RESPONSIBILITY:

- Coordinate various faculty searches and maintain faculty search database.
- Assist in screening and selecting faculty applications.
- Manage orientation, training and relocation for new faculties.
- Provide support and guidance to academic trainees.
- Collaborate with faculty to conduct new student workshops.
- Assist in selecting right student leaders.
- Assist in managing schedule, student payroll, rooms and instructional supplies for workshops and other study programs.
- Develop and manage comprehensive academic support program.
- Provide guidance to students on academic goals and educational issues.
- Assist students on course selection, study habits and career selection.
- Prepare and maintain student records according to district policies and administrative regulations.
- Work with parents, teachers and counselors to address students' behavioral, academic, and other problems.

- Assist in updating lesson content and instruction methodology.
- Assist in development of training modules and programs.
- Coordinate with teachers and center coordinators to develop lesson plans and materials.
- Prepare lesson plans and methods of assessment
- Conduct parent-teacher meetings to report on the progress and concerns for each child
- Sound in written and oral communication by English.
- Expert in organizational abilities.
- Ability to build a good rapport with all levels of people.
- Timetable schedule for a staff of 50+ teachers.

Skill:

- Able to incorporate fun games and interactive activities into lessons
- Intensive knowledge on how to establish good relationships with children
- Curriculum development
- Staff and student support
- Educational administration
- Extracurricular and community programs
- Budgeting and forecasting
- Parent, teacher and student liaison
- Interpersonal communication and leadership

Computer Skills:

- Corel Draw
- Peachtree Accounting
- Microsoft Office
- Proficiently working in windows XP, Windows7, Vista and software (Map source, Map info).
- Internet and LAN related applications.
- I have typing speed between 30-35words per minute.
- Google Earth, GIS and RS

Educational Qualifications:

Education level	Year	Marks	Grade/%	Board/University
SSC	2008	772/900	85.6	BISE Mardan
FSC (Pre-eng)	2010	794/1100	72.1	BISE Peshawar
BS GEOLOGY	2014	3.2/4 Gpa	74%	AWKUMardan

Field	Duration	Institute
Bio/Chem Teacher	20 months	The East School jhangira
Course Coordinator	12 months	The East School & College jhangira
Principal	33 months	The East School & College Jhangira

Experience as Biology/Chem/Geography teacher: (11th Aug 2014 – 11th April 2016)

I worked as a **Science Teacher (Biology/Chem/)** since 11th August 2014- 11th April 2016 in **The East School Jehangira**.

While I was Teaching Biology got over all first position in BISE Mardan Result (school) 2014-15 i-e **89%** average of overall 9th class, and 81% average of Biology of 38 students of class 9th in year 2015-16.

Experience as Coordinator: (12th April 2016 – 6th April 2017)

- ❖ Arranged different seminars and group discussion for teachers.
- ❖ Prepare different revision plan for class 9th 10th , 1st year and 2nd year from the beginning of session.
- ❖ Held class room observation for current and new teachers.
- ❖ Helped organize school events like prize distribution ceremony etc,
- ❖ Prepared student evaluated report for parent teacher communications.

Experience as a Principal:

I have been working as principal since 7th April 2017 till date in The East School & College Jehangira. Basic responsibilities were:

- ❖ Provided guidance to students on academic goals and educational issues.
- ❖ Assisted students on course selection, study habits and career selection.
- ❖ Prepared and maintained student records according to district policies and administrative regulations.

Total Experience; **5 years, 5 month**

Experience as Hostel warden:

I also worked as **Hostel warden** 9th months in The East School jehangira. I have been in hostel in class 10th, 11th and 12th in islamia college Peshawar Tribal Hostel and also pass 4 years in university hostel. So i know better to deal student and can manage all kind of activities.

Reference:

Will be given on demand.