Dr Naveed Ahmed Khan (PhD-Psychology)

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**Area Of Interest: Education Management, Trainer for Education /Management, Capacity Building, Leadership, Motivation, Psychological improvement, Behavior Management.**

Dr Naveed Ahmed Khan is an Educationist, Psychologist, Attitudinal Trainer and much-sought-after Motivational Speaker to organizations, individuals and professional teams. He inspires and informs people, helping them realize their true potential. He has taken his dynamic message all over the country. His common sense approach and deeply held beliefs have motivated countless individuals to re-evaluate their attitudes. His personal research, understanding and experience have helped people on the path of personal growth and fulfillment.  
  
He has conducted sessions at Directorate of Training and Research (Customs) Govt Of Pakistan, HEC, British Counsel, PH&MP, Police Department KPK/Punjab, World Bank, UNICEF, UNHCR, PGC, Traffic Police among many other corporate & official institutions.

**Having more than 15 years of Professional Experience in Education Sector**

**Employment**

* Worked as **Principal**  at **APSACS Rahim Yar Khan (Punjab)**
* Worked as **Principal at APSACS Southern Command (Baluchistan)**
* Worked as **Director (Education Sector)**  at **Ummah Welfare Trust (UK Based Inter’l Organization)**
* Working as Regional Director (KPK & FATA) at Literate Pakistan Foundation.
* worked as **Planning & Coordination Officer** at Punjab group of Colleges

Working in collaboration with Project Masters Ltd., IECNET S.K.S.S. and Excellence Community Helping

Organization (ECHO) as Master Trainer and project developer for conducting IFC Business Edge ®training programs

**Professional Profile**

Certified IFC (World Bank Group) Business Edge® Trainer and Assessor

Certificate of Professional Education from University College Plymouth, UK

Over 15 years of experience in education sector

Dedicated to enthusiastic and dynamic mentoring as a mean of creating and nurturing a lifelong love for knowledge

Effective management, technical, and supervisory skills

Demonstrates ability to meet the needs of patrons, dependable, hardworking, reliable, and punctual

Recognized for working long hours, commitment to customers, attention to detail, professionalism, and follow- up

. Writer/columnist for many National/International Newspaper/Blogs

**Education, Honors and Certifications**

**PhD**

Psychology,

**Provisional Certifications and Achievements**

Certified(Provisional) Business Edge® Trainer and Assessor

Certificate of Professional Education (CPEd) from University College Plymouth, UK[120 credits] IELTS – Band7.5

Sent on a Counselors Inward mission to UK arranged by The British Council in November2008

**Key Administrative Skills**

Hiring, training and development of suitable staff

Performing training-need-analysis, developing suitable training program and conducting workshops

Timetabling and time management

Managing the cash flows and budget

Maintenance and administration of fixed assets

Preparation and costing of yearly fixed assets requirement

 Preparation of action plan and marketing plan on yearly basis

 Supervision of academics and co-curricular activities

**Training Skills**

 Expert in developing andconducting training sessions on differentwork areas suchas Teacher Training,Management Training, Capacity Building

 Specialist inconducting the training workshops using internationally accepted teaching methodologyand active learningtechniques

**Significant Teaching Skills**

Plan and instruct each subject are using wide variety of teaching aids, motivational and implementation strategies to engage students in active learning

Incorporate modern learning methods into classroom and individual instruction

Implement technological approaches to subject material, research educational resources on the Internet, and guide the students in information retrieval

**IT Skills**

Presentation with *PPT*

Software (Microsoft applications): MSWord, MS Excel, MS PowerPoint at an advanced level

Working knowledge of the Internet at advanced level

System installations and troubleshooting at

Intermediate level

**Seminars and Workshops Conducted**

Seminar on *Business Ethics – An HR manager’s dilemma a* for ICAP in 2012

* 5 days Theoretical Training for Custom Intelligence Officers at Custom House Islam Abad.

Workshop on *Developing a Vision* for The City School, Nowshera Campus in August2012

Interactive Workshop on *Active Learning* for The City School, Nowshera and Mardan Campuses in 2012

CONDUCTED MORE THAN 500 SEMINARS AND WORKSHOPS ON VARIOUS DEPARTMENTS AS

Directorate of Training and Research Center Islamabad, HEC, NHMP, KPK POLICE, UNIVERSITIES, and other Government, Non Government, Private and Public Sector Organizations

**Seminars and Workshops Attended**

* E learning Program at Arfa Kareem IT Park Lahore 2017.
* International Education Seminar at Pakistan Super Learner at Sialkot

*Business Edge ®TOT and TOA*  in May 2015

*Good parenting* by David Taransaud on November20, 2012

*Human Resource Management* by Kamran Rizvi on November19, 2008

*Thriving on Emotional Intelligence* by Kamran Rizvi on October9,2008

*Performance Coaching* by Nadeem Chawhan on August23, 2007

**References**

On demand