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Amtullah Khan

To fully utilize my technical and management skills for achieving the target and developing the best performance in organization. I would like to implement my innovative ideas, skills and creativity for accomplishing the projects. Well-rounded and dynamic education administrator with expertise in curriculum planning and development. Offers student-focused, dynamic communication skills. Experience leading school administration and driving test scores through proven education methods

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| **Personal information** |
| **Contact :**  03324174262  **E-mail :**  [amtullahkhan@hotmail.com](mailto:amtullahkhan@hotmail.com)  **Linkedin :**  [http://www.linkedin.com/in/amtullah-khan- 37941715a](http://www.linkedin.com/in/amtullah-khan-%2037941715a)  **Address :**  G 15/1 Islamabad, Pakistan |
| **Strengths & Skills** |
| * Administrative Skills * Supervisory Skills * Scheduling/Planning * Task Management * Adobe Photoshop * MS Office * MS Project * Primavera |
| **Languages** |
| * English * Urdu |
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**Academics**

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| **Title** | **Institute** | **Date** |
| MSPM | Bahria University, Islamabad | 2019 |
| MCS (Masters in Computer Science) | International Islamic University, Islamabad | 2005 |
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| B.Sc | Govt. Degree College Mirpur (AK) | 1997 |
| F.Sc | Govt. Degree College Mirpur (AK) | 1995 |

**Cumulative Experience (12 Years)**

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| **Company** | **Designation** | **Duration** |  |
| National Radio & Telecom Corporation (NRTC) Public School & College, Haripur | Principal | April 2020 to April 2023 | 3 Years |
| Beaconhouse School System, Lahore | IT Coordinator & Teacher | Aug 2016 to Feb 2020 | 3.6 Years |
| The City School, Ravi Campus, Lahore | Teacher | Aug 2015 to Aug 2016 | 1 Year |
| The City School, Iqbal Campus, Sialkot | IT Coordinator & Teacher | Jan 2011 to Aug 2015 | 4.6 Years |

**Certifications**

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| **Title** | **Authority** |
| IELDP  (Intensive English Language Development Program) | Beaconhouse School System, Lahore |
| PGCC  (Post Graduate Certificate Course) | The City School, Sialkot |



**Work History**

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| **National Radio & Telecom Corporation (NRTC) Public School & College, Haripur** | **April 2020 to April 2023** |
| **Principal** | **Haripur, Pakistan** |

* Monitored and evaluated educational programs to maintain high-quality performance objectives and standards.
* Communicated policies and procedures to, students and parents regarding student behavior.
* Defined and enforced student academic achievement standards in line with district goals and objectives.
* Trained teachers of effective teaching technique, classroom management strategies and behavior modification.
* Collaborated with system's comptroller to develop functional budgets within allocated funds.
* Established positive, stimulating learning environment for students and exciting education-focused setting for them.
* Facilitated continued education for teaching staff through implementation of quality curriculum training and appropriation of necessary resources.
* Mentored newly hired educators and provided encouragement and feedback.
* Administered standardized tests to evaluate student performance and progress.
* Supported hiring, training and disciplinary action in compliance with legal guidelines and requirements.
* Coordinated yearly operations and staff budget, tracked expenses and documented actions.
* Administered personnel policies and procedures and approved professional staff additions.
* Performed classroom evaluations to assess teacher strategies and effectiveness.
* Monitored student behavior and enforced discipline policies.
* Modeled expected and appropriate leadership to promote interaction with students and families.
* Prepared school budget and submitted to school board with recommendations for hiring, capital expenditures and cost-saving initiatives.

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| **IT Coordinator & Teacher** | **Aug 2016 to Feb 2020** |
| **Beaconhouse School System** | **Lahore, Pakistan** |

* Responsible for handling teachers and students database on BEAMS
* Event Management Incharge
* Exam cell Incharge
* Photoshop designing for all event’s flexes
* Responsible for arranging and conducting IT trainings
* Maintained relationships with material vendors to lower costs and diversify capabilities.
* Met project deadlines without sacrificing build quality or workplace safety.
* Developed and initiated projects, managed costs and monitored performance

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| **The City School, Ravi Campus** | **Aug 2015 to Aug 2016** |
| **Teacher** | **Lahore, Pakistan** |

* Facilitated learning of Urdu language using a variety of instructional methods, resources, and technological tools.
* Observed student progress to inform planning in the arrangement of small groups, classroom setup, integration of students' interests in learning activities, and subsequent assessments.
* Conducted ongoing assessment of student learning and progress, modifying instructional methods to fit individual student needs.

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| **The City School, Iqbal Campus** | **Jan 2011 to Aug 2015** |
| **IT Coordinator & Teacher** | **Sialkot, Pakistan** |

* Classroom instruction, computer lab activities, and online learning systems.
* Assessed, documented, and reported on student progress for computer class.
* Attended faculty meetings and professional development opportunities to stay abreast of current teaching strategies.
* Delivered clear, effective feedback to improve the quality and efficiency of student-written computer programs.
* Set up computers and networking systems and delivered step-by-step instructions on basic use.
* Planned and implemented curriculum to teach up-to-date technology to students.
* Attended professional development technology courses to increase knowledge base and learn new information.