



Sheereen Zaman Khan

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Sex: Female | Date of birth 03/05/1978 | Nationality Pakistani

Employment Account

▪ Manager Education Nasra Public School-	Karachi Pakistan	2022 till date
▪ Project Manager Skillston Education System-	Karachi Pakistan	3- Months Project
▪ Academic Head NJV School (Adopted by Akhuwat Foundation)	Karachi Pakistan	2019 -2022
▪ College Head Habib Public School-	Karachi Pakistan	2015-2019
▪ Review panelist with Aga Khan University Examination Board	Karachi Pakistan	2016-2017
▪ Vice Principal Administrative Assistant Head Start School System	Karachi Pakistan	2014-2015
▪ Academic Head St. Michael Convent School	Karachi Pakistan	2010-2014
▪ Coordinator SAM International School,	Sana'a Yemen	2010-2011
▪ Teacher & Coordinator Beaconhouse School System	Karachi Pakistan	2003-2010

Education

▪ MBA- Education Leadership PAF-KIET	2019
▪ Bachelor of Art. University of Karachi	2002

Areas of Expertise

- Teacher professional development, mentoring, teaching, school improvement, teaching and learning materials development, monitoring, assessment and evaluation
- Formulate Student Learning Outcomes
- Project and program design, management, implementation, evaluation and review
- Design policies
- formulate early years curriculum
- Strategic and logical framework planning
- Event management
- NAVTTC High-Tech Vocational Trainer
- Career Counseling
- Conducted International webinar

Experience:

Academic Head NJV (Adopted by Akhuwat Foundation)

- Ensuring implementation, policies and practices related to the core 'Pathways to Success' underprivileged students' of Sindh, education project activities
- Provide technical input, coordination and facilitation in project implementation, monitoring, assessment and evaluation
- Coordinate and facilitate project implementation.
- Conducted frequent field visits
- Monitored progress of project activities as per the work plans and approved timelines
- Assessed vocational training and ensured quality
- Reviewed training manuals and database.
- Budget review
- Report writing/ Concept notes development

- School Adaptation under SSS and SEF
- Designed, developed, coordinated, and implemented professional development Programs for SSS, Akhuwat and SEF

College Head Habib Public School:

- Transformed Habib Public School, College Section.
 - Increased no of students from 75 to 350
 - Students secured 1st and 2nd position all over Pakistan
 - Conducted career fair
 - Organized students' international trips
 - Organized SAT preparation classes
 - Helped students with international scholarships
- Developed, implemented, facilitated, and evaluated in-service professional development programs

Experience: Curriculum Development/Review

- Reviewed and developed the examination syllabi for Aga Khan Education Board Ethics for grades IX, X, XI & XII of Aga Khan Examination Board

Experience: Head Start Schooling System

- In the absence of the Principal, monitoring of school responsibility and procedures.
- Monitoring teachers for absenteeism and making substitution plans for each day.
- Daily observation rounds of the building for effectiveness and monitoring of discipline and cleanliness
- Maintaining and updating the school website and Facebook page.
- Plan, organize and coordinate in-house meetings with staff.
- Developed a system within the school to ensure that the Principal spent her day in strategic planning
- Liaising with parents, the Principal, and administrative staff for making arrangements and conducting registrations for admission.
- Prepared timetable, planner meetings schedule, non-teaching period list, and workload of teaching staff.
- Responsible for conducting smooth assessment procedures e.g dispatching assessment and test papers, and invigilation schedule.

Experience: St. Michael Convent School, Clifton Karachi.

- Monitored that the syllabus is completed on time by the teachers and learned by students.
- Designed English notebooks for students.
- Evaluate teachers, and provide them with guidance when necessary
- Conducted meetings
- Organized regular assessments for the classes.
- Report failures of any of the above points and maintain discipline.
- Organized summer camp

Sam Yemen International School Sana'a-Yemen.

- Early Year coordinator
- In-charge of Co-Curricular Activities
- Conducted teaching demonstrations, teachers' observation planned support and guidance program

Experience: Teaching/Teacher Beaconhouse School System

- Taught at primary
- Conducted and facilitated professional development programs on learning theories, pedagogical skills and methods, subject-specific content and strategies, measurement, testing, and evaluation techniques

Experience: Conference Presentations

- Presentation on Community Engagement Strategy for School Education and Literacy Department (SELD),
- Webinar on bridging the gap between the digital divide
- Webinar on Remote Teaching And Learning
- Participated in international and local conferences, through ZOOM

Event Management

- Career Fair
- Webinars
- International Tours
- Interior Sindhi scholarship program under the umbrella of SEF

Volunteer Roles

- Interior Sindh, Community program for Umerkot, Dadu
- Ration Drive for Akhuwat Foundation, Sylani
- Girls Education awareness Interior Sindh (Akhuwat Foundation)