SHAHZAD ALI KHAN

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***Profile***

Seeking a long-term opportunity with an established organization, where my unique technical skills and relevant educational qualifications will contribute to the growth of that organization and myself.

***Education***

**Bachelor in Business Administration (USA 2009)**

**Masters of Business Studies (PAKISTAN) 2015**

***RESEARCH***

**Did Research on “Effectiveness of Teaching Methodology in Private and Public schools and colleges”**

***Skills &Competences***

 **Technical**

o Microsoft Word

o Microsoft Excel

o Internet browsing / Software’s / ERP

o ACTIVE SMART BOARD, ACTIVE INSPIRE, PROJECTORS

 **Languages**

o ENGLISH

o URDU

o PASHTO

 **Others**

o Very rigorous, accurate and perseverant

o A logical thinker and self-starter

o Strong analytical skills

o Work to budgets, objectives and deadlines

 **Relationships with others:**

o Attractive modus operandi to establish client/customer relationship

o Reliable

o Supportive to other team members

EXPERIENCE:

AREAS OF EXPERTISE:

* **ACCOUNTING (Handling of all type of accounts including Financial Statements, Preparing ledgers, Income statement, Owners Equity, Cost Accounting, Management Accounting)**
* **FINANCE (Expert on Financial Management)**
* **MANAGEMENT (All type of Management)**
* **HUMAN RESOURCES (Recruitment & Selection, Trainings, Consultancy)**
* **TEACHING (Can Teach English, Islamiyat, General Science, Social Studies)**

Company: FROEBELS SCHOOL SYSTEM

Website: www.FroebelSchoolSystem.com

Position:BUSINESS DEVELOPMENT MANAGER (From Dec-2013)

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| **Summary:** |
| * As a business development manager the key purpose is to build market position by locating, developing, defining, negotiating, and closing business relationships, a challenging task of identifying strategic business opportunities for an organization in order to generate revenue. * Identifies trendsetter ideas by researching industry and related events, publications, and announcements. Locates or proposes potential business deals for Froebel’s School System (FSS) by contacting potential partners; discovering and exploring opportunities. Screens potential business deals by analyzing market strategies, deal requirements, potential, and; evaluating options; resolving internal priorities. * Moreover develops negotiating strategies and positions by studying integration of new venture with company strategies and operations; examining risks and potentials; estimating partners' needs and goals. Protects organization's value by keeping information confidential. * Updates job knowledge by participating in educational opportunities; reading professional publications; and maintaining personal networks. * Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. * Once identifying the opportunity, AS manager needs to write down a proposal request to the potential organizations in such a manner that it become a binding contract in the future. * Also responsible for heading up Froebel’s School System (FSS) major unit and its liaisons expansion in new markets as well as continued expansion among existing cities, Create, negotiate and close commercial agreements.   **Key Roles:**  One of the primary roles as a business development manager is to fetch new customers through various media platforms such as publishing, advertising, electronic media, and others. Plans for effective strategies and pitches that will persuade other business organizations to do business with myorganization. In addition, as Business Development Managers, I works with medium as well as senior level management,  **Key Responsibilities & duties:**  Prospects for target clients for an increased business growth.  •Analyses and plans innovative strategies of increase in enrollments.  •Determines enrollment targets and ensures they are successfully achieved by the principal.  •Identifies new opportunities for campaigns that can lead to increased enrollments.  •Discusses and consults with other managers on latest business trends with a view to introduce innovative services in future.  •Understands the company's reputation and ensures to retain that image by continually enhancing the organization’s performance. |

**Company: FROEBEL’S SCHOOL SYSTEM**

Website: www.FroebelSchoolSystem.com

**Position: PRINCIPAL (MANAGER) (April 2010 Nov 2013)**

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| **Summary:**  To manage the smooth running of branch, with special emphasis on all academic and administrative concerns related to teaching and learning. To oversee all academic planning and smooth implementation of curriculum in the branch/ section. To check out activities for the school which promote learning and are in line with the school vision. To monitor the steady implementation of all administrative tasks. To handle all preliminary selections (recruitments), staffing and training of teachers. To take decisions which affect the day-to-day handling of branch/ section affairs. To conduct teacher evaluation by means of class observations, copy checking and other evaluative procedures. To conduct meetings and organize functions. Have sound knowledge of all accounts and relevant systems and procedures of the school and apply this knowledge when required. To follow instructions of higher authorities in all matters pertaining to the school. To manage parental involvement by conducting sessions, interview and meetings with parents. To follow all examination and assessment procedures. Maintenance of clean, healthy and secure learning environment. Maintenance of discipline on school premises. Liaising with parents and students. Arranging presentations for higher education opportunities. Ensuring the conducive working environment for the staff.  **Key Responsibilities and duties:**  Manage the day-to-day activities of private school. oversee faculty and staff and make decisions that impact the overall educational success of the school. As school principal Responsibilities and duties include: [Creating a climate hospitable to education](http://www.wallacefoundation.org/knowledge-center/school-leadership/effective-principal-leadership/Pages/key-responsibilities-the-school-principal-as-leader.aspx#climate-hospitable). [Managing people, data and processes](http://www.wallacefoundation.org/knowledge-center/school-leadership/effective-principal-leadership/Pages/key-responsibilities-the-school-principal-as-leader.aspx#Managing-people). [Cultivating leadership in others](http://www.wallacefoundation.org/knowledge-center/school-leadership/effective-principal-leadership/Pages/key-responsibilities-the-school-principal-as-leader.aspx#Cultivating-leadership). [Improving School Leadership](http://www.wallacefoundation.org/knowledge-center/school-leadership/effective-principal-leadership/Pages/key-responsibilities-the-school-principal-as-leader.aspx#Leadership)  **Key Roles:**  As Principal play a role in the student discipline in our school. This includes educating students, and often parents, on behavioral conduct codes. As Principal also develop a system of consequences for misbehavior that is in line with school district policies and may include detentions and suspension. As principal also plays a lead role in implementing discipline. If a student gets into trouble in a class, he is sent to the principal's office. As principal discusses the behavior, explains any potential consequences and contacts parents in some circumstances. In extreme cases of violence or illegal activities, As principal may refer a student to the school board for possible expulsion. As principal also commonly plays the role of school spokesperson in the public.  **Company: FROEBELS SCHOOL SYSTEM**  Website: www.FroebelSchoolSystem.com  **Position: ADMINISTRATION MANAGER**  **(Sept 2008 - March 2010)**  **Summary:** |

Counsel and provide guidance to students regarding personal, academic, vocational, or behavioral issues.· Needs to take actively part in weekly/monthly meetings with teachers to discuss new points for growth of school.· Collaborate with teachers to develop and maintain curriculum standards and develop mission statements, and set performance goals and objectives.· Has the responsibility to take care of problems and issues encountered by the students and the teachers.· Plan and develop instructional methods and content for educational, vocational, or student activity programs.· Advocate for new schools to be built, or for existing facilities to be repaired or remodeled.· Is answerable for any school mismanagement and any issue related to students.· Needs to meet with the parents at starting of a new session or having any discussion about the students.· Confer with parents and staff to discuss educational activities, policies, and student behavioral or learning problems.· Duty to place advertisements of school in print media to invite more students.· Write articles, manuals, and other publications, and assist in the distribution of promotional literature about facilities and programs.· Duty to recruit new teachers and interview new students at the time of admission.· Is responsible for directing the teaching staff regarding new policy implementations.· Duty to invite parents and guardians for meetings after results or if have to provide any information.· Has the responsibility to look into the student performance records that if they are appropriate.· Prepare, maintain personnel reports and records.· Evaluate curricula, teaching methods and programs to determine their effectiveness, efficiency, and utilization.· Set educational standards and goals and help establish policies and procedures to carry them out.· Observe teaching methods and examine learning materials in order to evaluate and standardize curricula and teaching techniques, and to determine areas where improvement is needed.

**Key Roles:**

As Administrator role, need to work within the central administrative department and for individual faculties, departments and sections of school. As Administrator may have student recruitment, funding, quality assurance, marketing, or public relations roles, or role may be for budgetary/financial administration, project management or human resources management. Also work in a general capacity – undertaking tasks from all of these areas.

**Key Responsibilities & duties:**

* handling correspondence
* organizing and servicing committee and academic board meetings (producing agendas, taking minutes etc)
* researching and writing reports
* preparing statistics and handling data, such as attendance figures
* processing invoices
* purchasing equipment/other goods
* liaising with potential students, other institutions, government departments and external organizations
* helping with course approval and evaluation activities
* formulating and implementing regulations/policies
* timetabling and planning events

Company:GIANT REAL ESTATE, DUBAI, UAE

Website: www.FroebelSchoolSystem.com

Position:PROPERTY MANAGER (April 2008 – SEPT 2008)

As Property Manager actively involved in all functions that directly impact occupancy and thephysical property. Established systems are designed to support the goal of maximizing RentalIncome and maintaining the asset for the owners.

**Leasing and Marketing:**

Review daily calendar and determine what planning is required for the day in terms of tours, move-ins, move-outs and vendor activity.

Answer telephone in a friendly manner. Visit with “walk-in” and telephone prospects in sucha way that communicates interest in their needs.

Schedule appointments for tours, utilizing company procedures including appointment book,traffic log, 7-day tray, etc. Record all phone calls and walk-ins on traffic log.

Follow-up with prospective residents who do not leave a deposit.

Review Priority Action Drawer each morning to incorporate the steps needed to follow-up onpending applications. Utilize established systems to ensure rental applications areprocessed in a timely manner.

Notify applicant once they are approved and schedule the Lease signing and Joint Move-inInspection in appointment book.

Review lease expiration dates and utilize Re-Certification/Renewal Process Checklist todeliver notices, which allows adequate time to schedule an appointment with the resident toreview and sign the new lease.

Schedule time on the appointment book each month to visit area businesses to request

Marketing information they would like to provide for the Move-In bags given to new

residents.

Shop the Comps (competitive properties) as identified so employees are knowledgeableabout other apartment communities in the area market.

Review leasing activity along with occupancy and make recommendations for specials,

Promotions and/or advertising that may be needed to generate leasing activity and increase occupancy.

**Physical Property/Maintenance:**

Review pending Service Requests and “Make Readies” and provide direction to

Maintenance staff as required so the work is completed.

Coordinate with Maintenance to order supplies as needed to complete Make Readies androutine work orders.

Walk and “sparkle” vacant units weekly and make sure they are in “rent ready” condition.

Complete “pre-inspections” for units that are on Notice to Vacate.

Schedule all turnover functions, and check completed work to make sure the work is

Completed in a satisfactory manner. Follow-up with vendors as needed.

Utilize system to check out individual unit key(s) to vendors and have them sign key log todocument they have keys. (Master keys are not to be handed to any vendor or contractor)

Schedule and complete joint move-out inspections and related paperwork to determine anycharges that need to be assessed to the vacating resident and process move-out

Paperwork.

Walk and drive the property multiple times per week to ensure positive curb appeal. Checkto make sure the grounds and common areas are free from trash and debris. Write servicerequests to complete work as identified.

Utilize temporary grounds help when needed. Provide direction for the work to be

completed and follow-up as needed.

Write Service Requests for maintenance repairs received from residents and/or others.

Follow-up with a telephone call to the resident to make sure work was completed to theirsatisfaction.

Coordinate and schedule Preventive Maintenance – prepare schedule, notify residents,

assign to Maintenance staff utilizing service request and/or checklist system.

**Office Operations:**

Provide direction and coordinate daily workflow for office and maintenance employees.

Utilize On-site Calendar that is provided each month as a primary tool for tasks that are tobe completed during the month.

Collect and process monthly rent, post 3-day notices and related rent collection tasks.

Follow-up with residents by phone or personal visit regarding delinquent rent. Discuss withSupervisor residents who have not paid to proceed with the eviction process.

Deliver all resident notices and make sure all are delivered prior to the end of each day.

Review, approve and process invoices daily and submit to Supervisor for timely payment processing. Enter replacement items in Skyline Unit Inventory.

Check voice mail, faxes and email throughout the day and respond as needed.

Complete Lease Concerns and follow-up with residents as needed.

Review monthly financial statements and budget variances and complete Monthly FinancialReports.

Prepare monthly staff schedule. Review Vacation and /or Absence Requests and similarpersonnel functions with Supervisor to ensure adequate staffing. Approve bi-weekly payrolland submit to Supervisor.

Plan and schedule training of employees including new employee training, cross-trainingand procedural training as identified.

Handle Resident and Property related issues as they arise and document utilizing ResidentConcern Documentation and other related forms.

Meet with mortgage, state, insurance and other inspectors as scheduled. Complete the

Preparation and follow-up of the inspection.

Special projects and other responsibilities as may be determined.

**Selling & buying**:

Involve in selling and buying properties for Customers through commissions paid to our Organizations. Proven Records of selling owners properties to buyers with profitable commission for the organization.

Company:PAK MODEL SCHOOL & COLLEGE WADPAGGA

Website: www.FroebelSchoolSystem.com

Position: TEACHER (April 2006 – MARCH 2008)

Still Taking classes whenever needed)

Subjects Taught: English, Social Studies, General Science

(Montessori to Grade 10)

**Summary:**

Preparing and delivering lessons to a range of classes of different ages and abilities. Teaching, according to the educational needs of the students including the setting and marking of work to be carried out of the pupils in school and elsewhere.

Assign and grade class work, homework, tests and assignments.

Researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials.

Marking work, giving appropriate feedback and maintaining records of students' progress and development.

Identify and selecting different instructional resources and methods to meet students' varying needs.

Maintain discipline in accordance with the rules and disciplinary systems of the school.

Participating in and organizing extracurricular activities, such as outings, social activities, sporting and academic events during the summer camp.

Maintain discipline in accordance with the rules and disciplinary systems of the school.

Advising and co-operating with the principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programs, methods of teaching and assessment and pastoral arrangements.

Preparing assessment materials such as tests and exams for the assigned classes and ensuring their thorough marking and grading as per school policy.

I aim to provide practical learning to the children; I believe lessons should be designed to make the class more fun, engaging and interactive.

**Key Roles:**

As teacher is to help students apply concepts, such as English, Social Studies, General science through classroom instruction and presentations. My role is also to prepare lessons, grade papers, manage the classroom, meet with parents, and work closely with school staff. Being a teacher is much more than just executing lesson plans, I also carry the role of a surrogate parent, disciplinarian, mentor, counselor, book keeper, role model, planner and many more.

**Key Responsibilities & duties:**

* teaching all areas of the primary curriculum;
* taking responsibility for the progress of a class of primary-age pupils;
* organizing the classroom and learning resources and creating displays to encourage a positive learning environment;
* planning, preparing and presenting lessons that cater for the needs of the whole ability range within their class;
* motivating pupils with enthusiastic, imaginative presentation;
* maintaining discipline;
* preparing and marking work to facilitate positive pupil development;
* meeting requirements for the assessment and recording of pupils' development;
* providing feedback to parents and careers on a pupil's progress at parents' evenings and other meetings;
* coordinating activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area;
* working with others to plan and coordinate work;
* keeping up to date with changes and developments in the structure of the curriculum;