

CURRICULUM VITAE



Name: Muhammad Saeed Shakir
Present Address: Street# 5, House # 5, Khan Village Road, Gulgash Colony-
Multan
Religion: Islam
CNIC # 32304-9877271-3
Contact # +92-333-4339577
Date of Birth: August 2, 1968
Marital Status: Married
Nationality: Pakistan
E-mail saeedshakir2005@yahoo.com

EDUCATIONAL QUALIFICATION:

Name of examination	Year completed	Grade	Name of Institution	Major Subjects
M Phil (Education)	2018	A	National College of Business Administration	Educational Management
M Ed	2013	A	Bahud Din Zakariya University Multan	Educational Management
ELT (PGD)	2001	A	The University of Punjab, Lahore	English Language Teaching
M.A.	1995	C	Islamia University Bahawalpur	English Literature
Graduation	1988	B	Govt College	Eco, Isl

PROFESSIONAL QUALIFICATION:

Name of examination	Year completed	Grade	Name of Institution	Major Subjects
B Ed	1992	B	Govt Education College Multan	Educational Psychology, Philosophy & Management
PGDPE	1996	A	Ali Institute of Education Lahore	Pedagogical Skills & Education Management
PGCC	2006	A	The City School	Educational Management & Pedagogical Skills
Leadership & Management Course(LAMP)	2007	A	The City School	Leadership & Educational Management
Post Graduate Diploma Course	2015	B	The City School	Leadership & Educational Management

RECENT COURSES /CONFERENCES ATTENDED

No	Name of Courses	Provided By	Year Attended	Course Duration	Internally or Externally	Brief Description
1	ITTE	Faculty of Cambridge University, Ms Janet, Ms Sara	July 2019	11 Days	Internal	A teacher Training Course
2	School Evaluation Form (SEF)	TCS Team	July 2019	2 Days	Internal	About School inspection
3	School Improvement (SIP)	TCS Team	2018	3 days	Internal	Need based planning for school improvement

4	Parental care	Ms. Fiona Hallworth	2017	2 days	Internally	Education is now corporate and parents are the clients. Their satisfaction is primary
5	Strategic planning for schools	TCS management	2017	2 days	Internal	Planning and implementation of strategies to improve areas requiring attention, devising realistic and measurable goals
6	Leadership and management	TCS team	2016	1 day	Internal/external	How to evolve as a rational leader
7	Differentiation Teaching	TCS Team	2015	1 day	Internal/external	How to address students with different learning needs

CAREER SUMMARY:

No	Job Held	Name of company	From	To	Major Responsibilities
1	Principal	Garrison Academy Multan	2019	To date	Running a high ranked school from PG till A Level
3	Network Coordinator Academics (Southern Punjab)	The City School System (Multan Region)	Nov 2016	2019	<ul style="list-style-type: none"> Academic monitoring and support to The City School branches in South Punjab, including RYK, BWP, Nursery, BWP Campus, Khanewal, Multan, DG Khan Nursery, DG Khan Campus, KAPCO, PARCO, to ensure the provision of quality education Conducting Need Based Training Workshops in all the above mentioned schools

					<ul style="list-style-type: none"> • Providing support in liaison with Head office to resolve day to day issues. • Supervising the academic progress and timely syllabus coverage of both the streams; Cambridge and Matriculation • Providing support to schools for effective assessment system.
4	Head, Matric & O'Level	The City School KAPCO Chapter Kot Addu	2006	2016	<ul style="list-style-type: none"> • Maximizing Creative and conducive Learning environment for students and teachers. • Conducting Training Workshops (INSET) for teachers • Ensuring the on-time coverage of syllabus followed by rigorous revision plan. • Planning for slow learners' improvement • Working on SIP (School Improvement Plan) • Meeting targets for improvement in Matric and O'Level results
5	Lecturer (Visiting)	BZU	2015	2016	<ul style="list-style-type: none"> • Taught M Ed & B Ed Classes during Weekend programme
6	Teacher Trainer	The City School System Department of Professional Development (DPD)	2005	2006	<ul style="list-style-type: none"> • Conducting Teacher training workshops in Punjab and KPK provinces. • Evaluating ongoing practices in schools and organizing In Service Trainings
7	Teacher Trainer	Punjab Workers Welfare Board Lahore, (Govt of Punjab)	2002	2005	<ul style="list-style-type: none"> • Monitoring academic progress and providing training workshops to the teachers of PWWB Schools and Colleges throughout Punjab • Worked with QEP (Quality Education Programme)

8	Lecturer	University Of Management & Technology (UMT)	2001	2002	<ul style="list-style-type: none"> • Taught English Language to the students of Intermediate and graduation
9	Teacher Trainer	Ali Institute of Education	2002	2005	<ul style="list-style-type: none"> • Conducting teacher training workshops to In-Service Teachers. • Conducting workshops on pedagogical skills in Govt as well as in Private sectors
10	Lecturer	University of Punjab (Visiting)	2002	2002	<ul style="list-style-type: none"> • Taught Basic English Language Courses in Engineering Dept

A Little about Myself

I am an enthusiastic, committed and competent educationist with more than 18 years of experience in school management, teaching, and teacher training. I believe in establishing and providing a conducive and learning-friendly environment where every child is valued and treated as a unique individual.

This opportunity of serving in the field of education in various capacities has provided me a deeper understanding of academic and administrative issues in our schools. I also believe that all Pakistani students, irrespective of their region, gender, religion etc., deserve to be provided with modern education that should align with 21st century skills

Writings

- **Strategies for Hyperactive Children**
- **Impact of Counseling by Head Teachers in Academic Improvement of Underachieving Students at Secondary Level**