DR. SAGHIR AHMAD

Homeopathic Doctor · Educator & Academic Administrator

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PROFESSIONAL SUMMARY

Accomplished educator and academic administrator with nearly three decades of experience across schools, academies and online tutoring. Proven record of leading institutions as Vice Principal and Administrator, teaching Mathematics and Statistics to middle, O Level and intermediate students, and building disciplined, student-centred learning environments. Combines strong academic grounding — M.A. Islamic Studies, B.Ed., and B.Sc. in Statistics, Applied Psychology and Geography — with hands-on skill in curriculum planning, staff supervision, examinations and parent communication. Also qualified as a homeopathic doctor (DEHMS in Electro-Homeopathy).

CORE COMPETENCIES

- Academic leadership & institutional management
- Curriculum planning & lesson design
- Mathematics & Statistics instruction (Middle, O Level, Intermediate)
- Online teaching & educational technology
- Examinations, assessment & student progress tracking
- Staff supervision, training & mentoring
- Student discipline & parent communication
- Admissions, records & office administration

PROFESSIONAL EXPERIENCE

Administrator

Kishaa International (Pvt) Ltd, Islamabad | 2024 – Present

- Manage daily academy operations and coordinate staff across departments.
- Handle student admissions, records and parent communication.
- Organise schedules, examinations and academic events.
- Maintain discipline, resolve administrative issues and oversee classroom logistics and supplies.

Online Tutor

Iqra Tutoring (Pvt) Ltd | 2018 – 2024

- Taught Statistics and Mathematics to middle and O Level students through engaging online lessons.
- Designed digital lesson plans using modern teaching tools and interactive methods.
- Assessed student progress through quizzes, assignments and feedback, and provided one-to-one academic support.
- Prepared students for examinations with targeted practice and revision sessions.

Vice Principal

The Masters Academy | 2014 – 2018

- Assisted the Principal in academic planning, staff supervision and daily administration.
- Monitored teaching standards and ensured effective curriculum implementation.
- Managed student discipline and parent communication.
- Organised staff meetings, training sessions and school events; supported strategic planning and school development.

Mathematics Teacher

APSACS, Hyderabad | 2011 – 2013

- Delivered well-structured Mathematics lessons to middle and high school students.
- Used interactive teaching methods to strengthen conceptual understanding.
- Assessed student performance through tests, assignments and progress reports.
- Promoted a disciplined, respectful and engaging classroom environment.

Vice Principal

Jinnah Model School | 2004 – 2010

- Led academic planning and institutional management as a senior member of the leadership team.
- Guided faculty in instructional strategies and performance improvement.
- Cultivated a disciplined, student-centred environment focused on growth and values.
- Oversaw examination systems, schedules and co-curricular initiatives.
- Built strong communication channels among parents, students and staff.

Administrator

Zeb Foundation | 1996 – 2004

- Streamlined office operations, documentation and data management for smooth workflow.
- Coordinated teams, events, outreach programmes and field activities.
- Served as the communication bridge between departments, stakeholders and beneficiaries.

EDUCATION

M.A. Islamic Studies — University of the Punjab

B.Ed. — Physics, Mathematics — Allama Iqbal Open University

DEHMS — Diploma in Electro-Homeopathic Medicine and Surgery — Quaid-e-Azam Medical College

B.Sc. — Statistics, Applied Psychology, Geography — University of the Punjab

Intermediate — Statistics, Economics, Geography — Board of Intermediate and Secondary Education, Rawalpindi

Matriculation — Physics, Chemistry, Biology, Mathematics — Board of Intermediate and Secondary Education, Rawalpindi

ADDITIONAL QUALIFICATIONS

Online Quran Correspondence Course — International Islamic University, Islamabad

Bible Correspondence Course — Institute of Bible Correspondence Studies

Microsoft Office (Windows)

Working online with social media

Online writing work

SKILLS

Administrative efficiency & team coordination; leadership & staff management; classroom & curriculum planning; verbal & written communication; academic counselling & student mentoring; educational technology & online teaching tools; event planning & staff coordination; conflict resolution & discipline management; lesson planning & instructional design; Electro-Homeopathic principles & practice.

LANGUAGES

English · Urdu · Punjabi

REFERENCES

Imran Shahzad — Iqra Tutoring (Pvt) Ltd | +92 318 5224307 | www.iqratutoring.com

Zeb Khan — Kishaa International (Pvt) Ltd | +92 312 5526099 | www.kishaainternational.com

M. Khalid Ghouri (Advocate) — The Masters Academy | +92 333 5185461

Rashid Mehmood — Jinnah Model School | +92 336 5436030