

HAREEM KHIZAR

Chief Academics Officer | ECCE Expert | Certified Teacher | ICT Instructor

✉ hareemkizar6@gmail.com

📞 923215030605

📍 # 6, st 89, G-13/1, Islamabad

🌐 in/hareem.khizar

MY PROFILE:

To pursue my passion of educating young minds with an updated approach, I have started practicing my dreams in 2020. Having a strong vision, I am trying to instil creativity, respect, humanity, and positivity in our future generation. Being a certified educationist, I have devoted my time to redefine education and teaching methodologies. I believe in consistent learning and updating skills through hard work & dedication. I am working tirelessly to create distinctive beings around.

Experience

Trainer, Multiple Institutes (On-Requests Random Engagements)

- Trained multiple teachers and parents to create awareness regarding latest parenting & pedagogical methodologies.
- Conducted couple of training sessions at Hazza Institute of Technology, H9 Islamabad. It's all about soft skills development like communication skills, time and task management. The sessions went well and the feedback of the audience's amazing.

Chief Academics Officer (CAO), Momentians School System

02/2020 – PRESENT

- Introduced Activity Based Learning & Jolly Phonics in the Early Years
- Taught English language and computers to Primary and Middle students.
- Created hundreds of Canva posts and videos for social media
- Educated teachers in contemporary pedagogies
- Facilitated workshops on classroom management and creative learning.
- Managed the school's academic and financial responsibilities.
- Using STEAM & Robotics kits, taught how to make different kind of bots
- Provide trainings for teachers and admin staff

Freelancer, Hosting Controller (05 days a week after school)

07/2025 – PRESENT

- Created professional presentations and designed multiple cover pages and PowerPoint slides
- Created User Manuals, Video Scripts, White Papers, API Documentation for developers, Technical Presentations, Visio Images and worked on Project Plans using MS Project. ([Hosting Controller](#) [Product Documentation](#))

Technical Writer, Advanced Communications (05 days a week after school)

12/2005 – 06/2025

- Created professional presentations and designed multiple cover pages and PowerPoint slides
- Created User Manuals, Video Scripts, White Papers, API Documentation for developers, Technical Presentations, Visio Images and worked on Project Plans using MS Project. ([Hosting Controller](#) [Product Documentation](#))

Education

B.Ed. Secondary (1.5 years degree), Virtual University of Pakistan

10/2023 – 03/2025

Specialization in Educational Psychology

With 3.68 CGPA

Thesis: Evaluating the influence of Teacher-Student interactions on Communication Skills of Secondary School Students in Pakistan.

MS Project Management (2 years degree), COMSATS

01/2015 – 08/2017

Research: Psychological Factors & Employees' Performances

With 3.39 CGPA

Thesis: Effects of Psychological Factors on Employee Work Outcome in IT Industry of Pakistan.

BS Information Technology (4 years degree), BIIT

10/2000 – 08/2004

Officially Recognized as Level 7 Bachelor's by New Zealand Qualifications Authority (NZQA)

With 3.30 CGPA

Final Year Project: E-File System (an online system to manage office files)

Key Skills

- | | |
|-----------------------------|--------------------------------|
| • Classroom Management | • Curriculum Development |
| • Early Childhood Education | • Parent-Teacher Communication |
| • Educational Leadership | • STEAM & Robotics Integration |
| • English Language Teacher | • ICT Instructor |

Internship & Volunteer Experience

LOC Member, Momentians School System

03/2004 – 04/2004

- Worked as LOC (Local Organization Committee) in 9th SAF Games held in Pakistan

Freelance Writer, Self-Awareness Group

03/2023 – 12/2023

- Worked as a volunteer writer to promote positivity and awareness regarding mental health in people around me. (<https://www.selfawarenessgroup.com/>)

Certifications

NLP Practitioner and Master Practitioner, The Priority Academy

07/2025

About changing beliefs & thoughts of people through Neuro-Linguistic Programming

Course Details: This course included over 19 hours of video-based training with over 180 lectures. Course Accredited by: Complementary Therapists Accredited Association (CTAA) - Membership Number: 10662322.

USA Certified School Manager, *MultiplyEd*

02/2021 – 06/2021

About Educational Leadership

Coursework: Educational Leadership, ISO 21001 Educational Organization, Academics, Assessments, HR Management, Branding, Marketing & Community Engagement, Admissions, Innovative Learning, School Budgeting, Student Counselling.

USA Certified Smart Educator, *MultiplyEd*

12/2020 – 04/2021

About Virtual Learning Environment

Coursework: Setting up an online learning environment, Technology Vs Pedagogy, TPACK & SAMR model, Designing E-Lessons, Web 2.0 tools, Smart Multimedia Applications, Pedagogical strategy for e-lesson content, Designing and Managing student assessments.

USA Certified Montessori Professional, *MultiplyEd*

03/2020 – 04/2020

About Early Child Care Education

Coursework: Introduction to Montessori Philosophy, History of Montessori Education, Foundation of Early Childhood Education, Everyday Practical Life (EPL), Science & Sensorial, Cultural & Geography, Teaching of Arabic/Urdu Language, Teaching of Mathematics, Arts & Creative Crafts, Students' Continuous Assessment & Evaluation in Early Years.

References

Available on Request