

MALIK IJAZ HUSSAIN

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176 – Macca Madina Town Phase -1 Depal pur Road Okara,
Tehsil & District Okara



Educationist Success professional with strong background in School Leadership and management and 10 years' experience in achieving operational goals leading to increased campus strength by 15%, decreased teacher/student turn out & increased organization profit, increased cost-savings of 40% & profitability by 20%, & decreased operation cost by 1.5M Rupees annually through operational efficiency. Demonstrates an exceptional ability for building relationships with all stake holders i.e. parents, Students, teachers, Government and Directors of School.

AREAS OF STRENGTH

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|--------------------------|----------------------------------|-------------------------------|
| • Educational Leadership | • Strategize proactive solutions | • Teacher Training |
| • Team Leadership | • Cross-Functional Communication | • Curriculum development |
| • Curriculum Assessment | • Syllabus Development | • Lesson Planning |
| • Team Management | • Career Counseling | • Exam Planning and Execution |
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PROFESSIONAL EXPERIENCE

Director (Operations) | Cadet College Malir | April 2025 – Present

- Spearheading operational management of a residential cadet college with 160+ cadets and 70 staff members.
- Overseeing campus facilities, hygiene, maintenance, and security to ensure smooth day-to-day functioning.
- Coordinating administrative departments including transport, electrical, housekeeping, and security.
- Implementing government compliance, inspection readiness, and safety protocols.
- Supervising staff performance, resource allocation, and service delivery to maintain institutional standards.
- Supporting academic and co-curricular programs through efficient operational planning.

KIPS EDUCATION SYSTEM | CAMPUS MANAGER August 2023 – March 2025

- Managed day-to-day academic operations, ensuring smooth departmental coordination and high standards in event organization to enhance student satisfaction and campus morale.
- Developed and maintained a positive work environment by providing staff training, supervision, and regular performance evaluations.
- Oversaw financial planning and budgeting, driving cost-effective operations and resource allocation.
- Led marketing campaigns and community engagement initiatives to increase campus visibility and enrollment.
- Directed HR functions, including recruitment, staff development, and employee relations, to support a motivated and efficient team

Green Land Public School System Bhurban Murree Hills Pakistan
Principal

March 2022 – August 2023

- **Educational Leadership** by enlisting and guiding the talents and energies of teachers, pupils, and parents toward achieving common educational aims.
- **Strategize proactive solutions** to identify and address the planning gape
- **Train “Teachers”** in proper academic utilization to effectively support student progress
- **Cross-functional team partnership** to identify and resolve academic problems preventing

best results

- **Aggressive approach** to establish parents teacher relationships by conducting meeting quarterly
- **Implemented text communication** through “Whatsapp” Group to improve communication among stake holders effectively
- **Averaged 15% increase in new admissions** resulting from creating positive and soft image in the society
- **Study support executing** through curriculum reviews & lesson planning. My focus was on student progress, so these interactions most often revolved around teaching technically. Students are assisted in their academic engagement to regain results & parent confidence
- **Simultaneously manage five campuses** located in Murree hills while taking charge in admission season.

ASPIRE GROUP OF COLLEGES

AUG, 2020 – MARCH 2022

ACADEMIC COORDINATOR / PRINCIPAL

- **Developed and Managed Academic Calendar.** I contributed my part to design the “Academic Calendar” with Dean of Academic to ensure timely completion of courses of all subjects according to the course plan.
- **Academic Quality and Campus Quality visits** to ensure implementation of course plans of all the subjects. I visited 47 campuses for campus quality and academic quality test out of 86 campuses to ensure implementation of course plans of all the subjects. ▪ **Designed test system** on Aspire Integration system to implement Aspire test system and to ensure the timely campus attendance and timely entries of exam result
- **Engaged in new Admission Campaign** for BS programs and Secondary classes
- **Supervision of personnel, property,** I developed new policies and programs for curriculum activities focusing on budgets which increased in 87% for new intermediate admission and 71% increase in graduation’s admissions.
- **Academics:** Got the best result at intermediate and graduation level (96.4%)
- **General Planning:** Stood in top 20 best branches among total of 135 branches in Campus quality and Academic Quality to ensure that procedures and schedules are implemented to carry out the total College program.
- **General Coordination:** To define the responsibilities and accountability of staff and student, conducted student safety conference collaborating with Highway and Motorway Police to ensure road safety measure for students. Conducted Student training for general Rescue with collaboration of RESCUE 1122.
- **Extra Curricular Activities:** I organized Sports Gala, recreational student tour, and conducted career counseling seminars and staff training of classroom management to achieve the annual objectives for the instructional, academics, extracurricular, and athletic programs of the College.
- **Data Evaluation.** I analyzed the feedback data taken from the students regarding the status of courses.
- **Covid-19 Pandemic and online classes through Microsoft team.** I lead the all the campuses in Covid-19 for online classes through Microsoft Team for smooth delivery of lecture.

ALLIED SCHOOL (OASIS EDUCATIONAL COMPLEX CAMPUS) MARCH, 2015 – JULY, 2020

PRINCIPAL

- **Supervision of personnel, property,** I developed new policies and programs for curriculum activities focusing on budgets which increased in 77% for new admissions
- **Purpose:** As the chief administrator of a school, I developed new policies and programs for curriculum activities focusing on budgets which increased in 36% for new admission. ▪ **Academics:** Got the best results 98.5% in 2016 and 99% in 2019 from BISE Lahore for

Secondary School Certificate Examination.

- **General Planning:** Stood in top 5 best campuses in 2016 among total of 15 campuses of cluster in Campus quality and Academic Quality.
- **Award.** I receive best teacher award in 2015 and I received best campus award in 2018.
- **General Coordination:** To define the responsibilities and accountability of staff and student, conducted student safety conference collaborating with Highway and Motorway Police to ensure road safety measure for students. Conducted Student training for general Rescue with collaboration of RESCUE 1122.
- **Extra-Curricular Activities.** I organized Sports Gala, recreational student tour to Lahore Fort, and conducted career counseling seminars and staff training of classroom management to achieve the annual objectives for the instructional, academics, extracurricular, and athletic programs of the School.

Pakistan Air Force

Corporal Technician, Ground Signals Trade July 1999 - December 2007

- Supervised telephone exchange operations to maintain uninterrupted communication across essential command centers.
- Managed the Message Routing Center, ensuring accurate and secure message relay within high-stakes environments.
- Conducted field operations as part of the air defense network, utilizing wireless Set 786 for real-time tracking and reporting of enemy aircraft.
- Completed the Mistral Missile Operator Course in 2005, enhancing skills in missile operations for defense readiness.
- Ensured communication security and operational readiness, contributing to effective response strategies within air defense protocols.

SKILLS

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- Advanced knowledge in Microsoft Word, Excel, Outlook, Publisher, PowerPoint, Sugar, SharePoint and Mail Chimp
 - Extensive experience with various industry-specific software and ASPIRE INFORMATION SYSTEM

EDUCATION

INSTITUTE OF BUSINESS AND MANAGEMENT- UET LAHORE –

MS Management Science

ILMA UNIVERSITY KARACHI (Former Institute of Business and Technology –BIZTEK)

MBA (Banking and Finance)

INDUS INSTITUTE OF HIGHER EDUCATION KARACHI

B-Tech Electronics

SCHOOL OF ELECTRONICS PAF KORANGI GREEK KARACHI

DAE - Electronics