



Mahnoor Murtaza

An experienced academic leader with over 8 years in education management, specializing in curriculum coordination and quality assurance across **national and international qualifications**. I have hands-on experience with frameworks, including **HSSC, O Levels**, and a strong focus on internationally recognized programs such as **BTEC**. Skilled in academic planning, faculty supervision, and compliance with global standards, I am committed to delivering high quality, employability-focused education and effectively managing **HND and PUNJAB universities' programs** in line with international best practices.

Skills & Strengths

- Adobe Illustrator
- Analytical Skills
- Inpage
- Leadership Skills
- High commitment
- Microsoft Office
- Quality Management
- Team facilitator
- Communication

Experience - 9 years

Manager Communication - Outreach & Academics Support

SUN BEAMS SCHOOLS (NGO) -Headoffice Islamabad, Pakistan | Nov 2024 – March 26

- Develop strong relationships with media outlets to ensure positive coverage & brand visibility.
- Act as the primary point of contact for student concerns, guidance, and support
- Manage student admissions support, orientation programs, and onboarding processes
- Create and implement communication and outreach strategies to promote the organization's mission, events, and initiatives.
- Draft press releases, media briefs, newsletters, and content for digital and print platforms.
- Coordinate academic support activities, including curriculum assistance, teacher training, and resource development.
- Organize career fairs, guest speaker sessions, School visits, and workshops.
- Plan, coordinate, and supervise student clubs, societies, and co-curricular activities.
- Collaborate closely with the leadership team to align media, communication, and academic support efforts with organizational goals.
- Assist in organizing orientations, graduation ceremonies, and student recognition events.

Sr Manager - High School Programs (National & International Qualifications)

ROOTS INTERNATIONAL SCHOOLS & COLLEGES HEAD OFFICE

ISLAMABAD - Islamabad, Pakistan | Nov 2022 - Oct 2024

- Managed multiple qualifications, including **HSSC, IGCSE, and BTEC HND (Level 3)**, ensuring academic standards were upheld across all MIUC centers in Pakistan.
- Acting Liaison Officer for Transnational Higher Education programs, bridging communication between institutions, regulatory authorities, and students.
- Developed and implemented quality assurance frameworks, monitored compliance, and ensured alignment with national and international standards.
- Designed operating plans for diverse programs like HSSC, IGCSE, HND and University of Punjab affiliations to foster academic excellence.
- Maintained external communication and partnerships with BISE and other regulatory authorities, ensuring compliance and operational efficiency.
- Prepared academic course materials, formulated exams, and provided logistical support for events and training programs.

Contact Info

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Education

Allama Iqbal Open University Islamabad

Masters in Education
(2022)
70%

Hazara University, Dodhial Mansehra

Masters in English
(2016)
53%

Allama Iqbal Open University

Islamabad / B.ED
(2015)
60%

Hazara University, Dodhial Mansehra

B.A
(2013)
76%

B.I.S.E Abbottabad

Fsc
(2011)
60%

B.I.S.E Abbottabad

Matriculation
(2009)
74%

Certifications

- Blogging & Content Writing
Women Empowerment through Digital Skills By KPITB | 2021
- GROW: Goals, Reality, Opportunities & Willingness
Roots International Schools and Colleges Islamabad | 2021

Project Manager (Women Empowerment & Wash)

UMAR FAROOQ WALFARE TRUST - ISLAMABAD, Pakistan | Feb 2019 - Sep 2022

- Develop and implement project plans for women's empowerment, Wash programme,, education, Menstrual Hygiene Management and humanitarian aid initiatives.
- Facilitate community engagement and participation in projects.
- Oversee the allocation and utilization of resources, including budget management.
- Ensure efficient use of funds and materials to maximize project impact.
- Prepare and submit regular financial and operational reports.
- Conduct field visits to monitor project activities and gather feedback.
- Analyze data and report on project impact, suggesting improvements where necessary.
- Support the recruitment of speakers & outreach efforts to stakeholders for potential partnerships.

Manager Qualifications

ROOTS INTERNATIONAL SCHOOL & COLLEGES HEAD OFFICE

ISLAMABAD - Islamabad, Pakistan | Sep 2018 - Oct 2022

- While serving as an Academic person and in a diverse position I was responsible to analyzing student's academic data and performance
- As an academic manager, I am responsible for promoting the school's academic programs, developing marketing strategies, and creating partnerships with other institutions or organizations to enhance the school's reputation and offerings.
- Managing the day-to-day operations of colleges i-e Registration admissions, advising, or recruitment
- I possess a deep understanding of educational theory and practice and experience in developing and implementing educational programs and policies that is a key factor.

Nationwide Coordinator Nationwide

ROOTS INTERNATIONAL SCHOOL & COLLEGES HEADOFFICE

ISLAMABAD - Islamabad, Pakistan | Jan 2017 - Sep 2018

- As an educational administrator overseeing the implementation and execution of a specific curriculum, as well as the assessment and evaluation processes nationwide, some of the key responsibilities were included:
- Coordinating with different school branches to ensure that the curriculum is being implemented consistently across all locations. This involves communicating with principals and teachers to ensure they understand the curriculum and teaching methodology, including exam result and also providing support and guidance as needed
- Curriculum development: Developing to ensure that the content is up-to-date and relevant.
- Providing training and support to make sure that they are equipped with the knowledge and skills they need to effectively deliver the curriculum. This involves developing training programs and workshops, providing resources and materials, and offering ongoing support and guidance.

Teacher / Class Teacher

MANSEHRA PUBLIC SCHOOL & COLLEGE MANSEHRA - Mansehra,

Pakistan | Feb 2016 - Jan 2017

- Develop schemes of work and lesson plans
- Select (or set) challenging learning outcomes in accordance with the curriculum for students of all backgrounds and abilities
- Actively participate in school-based Teacher Group Meetings and other professional development opportunities
- Undergo regular performance evaluation/appraisal
- Select (or set) challenging learning outcomes in accordance with the curriculum for students of all backgrounds and abilities

- RITE: Roots International Teaching Excellence Programme
Roots International Schools Islamabad | 2018
- TEAMS: Transformational Enriched Accomplished for Management and Leadership Success
Roots International Schools Islamabad | 2018
- Montessori Course
Roots International Schools Islamabad | 2018
- Teachers Induction and Investor Recognition ceremony Session
Explore Ville Schools Islamabad | 2018
- MIEE: Microsoft Innovative Educator Expert
Microsoft | 2018

Awards

- Roots International Schools Silver Medal | 2019

Languages

- Pashto - Native
- Urdu - Native
- English - Medium
- Punjabi - Beginner

Hobbies

- Music
- Outing
- Shopping
- Movies
- Collection of coins

References

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