

Ghufran Khan

Nationality: Pakistani **Place of birth:** Swat, Pakistan **Gender:** Male **Phone number:** (+92) 3429792192

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Home: House No 149-F, Street 34, I-8/2, 44000 Islamabad (Pakistan)

ABOUT ME

MPhil-qualified research and education professional with expertise in qualitative and mixed-methods research, particularly thematic analysis, research design, and data interpretation. Experienced in conducting end-to-end research processes, including instrument development, coding, and analytical reporting. Alongside research work, brings strong teaching and academic coordination experience, with a focus on concept-based instruction, teacher training, and data-informed academic planning.

WORK EXPERIENCE

H&H Educational Consultancy – Islamabad

Research Advisor

[02/2025 – Current]

- Conducted qualitative and mixed-methods research, applying thematic analysis to interpret primary data
- Designed research instruments, including surveys, questionnaires, and interview guides
- Performed data coding and theme development, ensuring analytical depth and consistency
- Integrated qualitative findings with quantitative analysis for comprehensive reporting
- Coordinated research workflows and ensured timely project execution and documentation
- Contributed to proposal writing and academic research reports

The Ocean of Knowledge School – Swat , Pakistan

Academic Coordinator & Senior Teacher

[01/2021 – 01/2022]

- Delivered concept-based instruction, maintaining strong academic standards and student engagement
- Led curriculum planning and implementation, aligning teaching strategies with learning outcomes
- Designed and conducted teacher training programs, improving instructional practices across the staff
- Supervised and mentored teachers, ensuring consistent and high-quality classroom delivery
- Applied data-informed approaches to monitor student performance and guide academic decisions
- Managed academic coordination, scheduling, and institutional documentation

Federal Board of Intermediate & Secondary Education (FBISE) – Islamabad

Invigilator

- Assisted in the implementation of standardized board examinations under FBISE protocols, ensuring accuracy, confidentiality, and smooth execution of exam processes
- Coordinated with examination staff for effective handling and distribution of examination materials in a controlled assessment environment

EDUCATION AND TRAINING

MPhil in Education

National University of Modern Languages [14/02/2022 – 09/01/2025]

City: Islamabad | Thesis: Entrepreneurial Readiness at Higher Education Level: A Gender-Based Comparative Study

BS in Education

University of Malakand [26/09/2016 – 16/11/2020]

City: Lower Dir | **Country:** Pakistan | **Thesis:** A Comparative Study of Intrapersonal Intelligence Among University Malakand Students

Intermediate

BISE Swat [08/2014 – 07/2016]

City: Swat | **Country:** Pakistan

Matric

BISE Swat [03/2012 – 06/2014]

City: Swat | **Country:** Pakistan

CORE COMPETENCIES

Core Competencies

Research

- Thematic Analysis (Coding, Theme Development)
- Qualitative & Mixed-Methods Research
- Research Design & Data Interpretation
- Monitoring & Evaluation (M&E)

Teaching & Academic

- Concept-Based Teaching
- Curriculum Planning & Delivery
- Teacher Training & Mentorship
- Academic Coordination & Reporting

TECHNICAL SKILLS

Technical Skills

- Thematic Analysis (Qualitative Research)
- SPSS (Quantitative Analysis)
- Survey & Interview Design
- Microsoft Suite

CONFERENCES AND SEMINARS

[14/03/2020 – 14/03/2020] University of Malakand

Orientation Training for Aspiring Entrepreneurs for Business Incubation

[09/12/2019 – 12/12/2019] Department of Education, University of Malakand

Quantitative Research Process in Education & Proposal Development

CERTIFICATES

Improving Pronunciation Through Games and Activities

Project Management

Data Sciences

Data Analytics

LANGUAGE SKILLS

Mother tongue(s): Pashtu

Other language(s): English | Urdu

REFERENCES

References will be furnished upon request