



Sana Ateeq

Educationist / Head of the Campus

CONTACT

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Pakistan

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SKILLS

Training and
development (HR)
Time Management
Decision Making
Team Building
Critical Thinking
Lesson Planning
Curriculum design
Effective
communication
Mentoring
Problem Solving

CAREER SUMMARY

An efficient organizer and an ambitious professional who not only takes keen interest in the contemporary issues but a resilient problem solver. I am dedicated, multifaceted and self-motivated by having diversified experience in teaching and management and establishment of my entrepreneurial activities during my studies. I look forward for an opportunity in a challenging position where I can apply my knowledge, use my vision and impart my ambition to others.

EDUCATION

Diploma in ELM (2018) AIOU, Islamabad

- Diploma in Education Leadership and Management.

M.Phil (2004) Quaid-e-Azam University, Islamabad

- M.Phil in Biochemistry & Molecular Biology.

B.Ed (2003) AIOU, Islamabad

- Bachelors of Education from Allama Iqbal Open University

M.Sc (2002) Quaid-e-Azam University, Islamabad

- M.Sc in Biochemistry & Molecular Biology.

B.Sc. (1998) University of Karachi

- B.Sc in Zoology, Botany and Bio-Chemistry.

CERTIFICATION

1.Certification in Making PYP Learning Visible (April, 2026) Voice of Learners FZ-LLC

- Making IB Learning visible, actionable and sustainable without losing the depth and integrity of the PYP.

2.Certification in Understanding the IB Approach (April, 2026) Voice of Learners FZ-LLC

- Go beyond IB Basics with practical classroom insights.

3.Certification in O'Level Biology (2025) Solvian EduVation Hub, Lahore

- O Level Biology (5090)

4.Certified Leadership Training by Franklin Covey Education, The Principal's Academy (June,2025)

- The 4 Essential Roles of Great Leadership (LIM)

5.Certificate in Teaching English British Council, Islamabad (2025)

- Motivating Activities for Primary

6.Certification in TESL (2025) LUMSx , Lahore

- Teaching English as a Second Language.

7.Certificate in Teaching English British Council, Islamabad (2024)

- Key Digital Skills and Inclusive Classrooms

CAREER SNAPSHOT

International Islamic University Islamabad Schools, Rwp.

Trainer IIUI Schools

(2023 – Current)

- Online Induction Courses(OIC) for newly Joined Teachers in the various Campuses

International Islamic University Islamabad Schools, Rwp.

Head of the Campus

(Jan 2011 –Current)

- HR Management, Have ability to lead and inspire a team of educators and administrative staff.
- Coordination with IIUI head office with support of school management in regard of school curriculum as well as other school related activities. Member of the curriculum building committee.
- Knowledge and skills: Familiarity with the Student Learning Outcomes (SLO's) system.
- A forward-thinking and innovative mindset to contribute to the continuous improvement of academic programs.
- Knowledge of SSC & HSSC FBISE regulations and compliance requirements.
- Have ability to collaborate with teachers, staff and stakeholders to achieve common goals.
- With strong analytical and problem-solving skills, able to make informed decisions that positively impact student outcomes and institutional success.
- Commitment to ongoing professional development to stay current with educational trends and best practices as a trainer.

Allama Iqbal Open University, Islamabad

- Online Lectures on Curriculum Planning to B-ED students
- (Jan 2021-2022)**

Ibn-e-Sina Labs, Rwp

Senior Lab Technologist

(Nov 2014 –2015)

- Working as Lab Technologist using lab techniques in following sections:
- Clinical Chemistry, Hematology, Serology, Special Chemistry.

Unique High School, Lahore

Biology Teacher

(April 2007 – April 2009)

- Worked as Biology Teacher for Grade 9 and grade 10 students of Lahore Board.
- Implementing the discipline and behavior policy of the school.
- Using range of teaching styles and ICT in lessons.
- Preparing test and lessons and marking student tests and home works.
- Managing of extracurricular activities such as sporting events, social events and student activities.

PROFESSIONAL TRAINING & PROJECTS

Project

“Effect of Various Media on the growth of *Dunaliella Salina*” (2004)

- Practical experience in the following lab techniques during above mentioned research project during M.Phil.
- Spectrophotometry, Chromatography, Gel electrophoresis &Centrifugation.

Training

Ibn-e-Sina Labs

(Nov 2014 -2015)

- Learned to use all lab techniques being used in modern day labs.
- Learned to adhere to scientific techniques form preparation of test sample to result of the test as per lab standard operation procedures.

N.I.C.O.N.

(2000)

- 9 months certificate course from NICON center of computer sciences in Islamabad.

University of Karachi

(1999)

- 10 weeks English language course form University of Karachi.

AWARD AND DISTINCTIONS

HEC-Scholarship

(2003)

Higher Education Commissions Scholarship to Scientific Talent.

HRCA Mega Events

(2017-19)

Principal of the Year Awards

International CATS Contest (2020-21)

Educational Leadership Award

Aspire College Islamabad (2023-24)

Appreciation Award

IIUI School Excellence Award (2023-24)

The Most Cooperative School Award

AFAQ World Teachers Day (2024)

Acknowledgement Award

WORK SHOPS, SEMINARS & WEBINARS ATTENDED

- Principles of Early years education
- Planner writing and Class Management at IIUI.
- Related to International lower secondary geography
- Teacher’s reflective practice training in ICT pedagogy integration-NUST(SEECS)
- Principal’s convention on school improvement for next generation (AFAQ Association for academic quality).
- Robotics workshop at International Islamic University, Islamabad (IIUI) organized by Institute of Professional Development.
- Attended Teacher’s E-SYMPOSIUM byOUP-2020
- Webinar on Sustaining Quality Education during the Pandemic Responses, Risks and Opportunities-Sept2020
- National Webinar: Teachers-Leading in Crisis, Prospects and Challenges-Oct2020
- We Think Digital-Inception workshop with School Heads – Idara-e-Taleem-o-Agahi-Dec2020
- Webinar: Taking Assessment seriously-NuH and TDC - 22nd March,2021

- Webinar On Single National Curriculum(SNC) by OUP,26th July – 02 August,2021
- Webinar on Updating Teaching Strategies, Science and Technology in everyday life, Managing Virtual Classrooms by OUP,26TH -28TH July,2021
- Attended Teacher's e-Symposium by OUP,17th – 21st Jan,2022
- Attended Teacher's Virtual Leadership Retreat, 2023 by IPD IIUI, Islamabad,(Presented on the topic of Rethinking IIUI Schools Policies and Refreshing the set practices)
- Webinar on Jolly Phonics by Jolly Phonics Professional Institute,5th April,2024
- Webinar on Jolly Phonics Grammar by Sara Wernham UK Certified Trainer,23rd April,2024
- Holistic Development in Early Years by OUP,20th March,2024
- Attended IIUI Schools Leadership Retreat (IVLR 2024),3-4 Sept,2024
- Technology Integration in the Contemporary Classrooms - Professional Development Webinar by OPU, 30th May,2025
- The School Leadership Seminar by OUP,16th Dec,2025