

SUBHAN AHMED KHAN

Gold Medalist | Educational Leader & Administrator | Economist

Peshawar, Pakistan | 0318-9010926 | 0332-9526558 | Subiiii20@gmail.com

PROFESSIONAL SUMMARY

Gold Medalist in BS Economics and MPhil Economics Scholar with 3+ years of experience in teaching, academic administration, and institutional leadership. Proven track record as Principal's Advisor/ Administrator, Assistant Coordinator, Event Coordinator, Discipline In-charge, and Proctor. Skilled in academic management, student affairs, record keeping, and team leadership.

CORE COMPETENCIES

- **Leadership & Management:** Institutional Management, Staff Coordination, Discipline, Event Management
- **Academics:** Curriculum Planning, FSc/IGCSE Teaching, Student Performance Analysis, PTM Coordination
- **Administration:** Record Keeping, Registry, Exams Coordination, Data Management, MS Office
- **Communication:** Public Speaking, Stakeholder Liaison, Report Writing, Presentation Skills
- **Technical:** MS Word, Excel, PowerPoint, Certificate Design, Basic Video Editing, Photography

PROFESSIONAL EXPERIENCE

- **Teacher & Administrator | Multiple Institutes, Peshawar | 2022 – Present**

1. **Iqra Islamic School & College System** – Teacher: English, Pakistan Studies, Urdu, Islamiyat

- **In-charge:** Male Staff Attendance, Salary Distribution, Sports, Parental Affairs

2. **Horizon Educational Complex School** – Teacher: English, Pakistan Studies

- Principal's Advisor, Management Work, Staff & Student Affairs

3. **Sarhad Education System School & College** – Teacher: English

- Event Coordinator, Media & Photography In-charge, Discipline & Assembly In-charge

4. **Allied School System** – Teacher: English IGCSE Federal

- Coordinator Assistant, Discipline In-charge, Event In-charge

- **Ambassador | Ghulam Ishaq Khan Institute (GIKI), Swabi | 2021 – Present**

- Promoted institute events and managed registrations, transport, security, accommodation for 5+ years

- **Awarded *Best Ambassador 6 times*** by **GIKI** Science, Media, IET, GIS & SPIE Societies

EDUCATION

- **MPhil Economics** | University of Peshawar | 2025 – 2027 | Research in Progress

- **BS Economics – Gold Medalist** | Edwardes College, Peshawar | 2019 – 2024 |

- **FSc Pre-Medical** | APSACS, Warsak Road, Peshawar | 2017 – 2019

- **Matriculation** | APSACS, Warsak Road, Peshawar | 2015 – 2017

KEY ACHIEVEMENTS

- **Gold Medalist** – 1st Position in BS Economics, Edwardes College [2019-2024]

- **1st Senior Proctor** – Edwardes College Peshawar + Best Proctor [2023-24]

- **6x Best Ambassador Awards & Shields** – GIKI [2023-2026]

- **2nd Position** – KP APSACS English Parliamentary Debate

- **1st Position** – APSACS Urdu Essay Writing Competition [2024]

LANGUAGES

Pashto: Native | **Urdu:** Fluent | **English:** Fluent