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29th June 2026

Hiring Manager
Minervaa Group

Subject: Application for the Position of Academic Coordinator

Dear Hiring Manager,

I am writing to express my interest in the position of Academic Coordinator at Minervaa Group. With over 23 years of experience in higher education, curriculum development, academic administration, and educational leadership, I am excited about the opportunity to contribute to your mission of delivering innovative educational solutions.

Until recently, I served as an Assistant Professor at K. M. Asghar Husain College of Education, Akola, and as the Secretary of the Urdu Education Society, Akola, which manages multiple schools, a junior college, a College of Education, and vocational training institutions. I recently chose to step down from my Assistant Professor position to pursue my passion for leveraging Artificial Intelligence in education and to create a broader impact by helping more students achieve their academic and career goals.

My experience includes curriculum planning, assessment design, educational content development, quality assurance, faculty coordination, and academic administration. I have successfully led academic initiatives, supervised multidisciplinary teams, and ensured educational content aligns with curriculum standards and institutional objectives.

I hold a Ph.D. in Education, along with a M.Ed. (University Topper), M.Phil. in Education, and M.A. in English Literature. These qualifications, combined with my practical leadership experience, have equipped me to effectively manage academic operations while embracing educational innovation.

I am particularly drawn to Minervaa Group's focus on assessments, curriculum development, and technology-driven learning. I would welcome the opportunity to contribute my experience, leadership, and AI-driven educational perspective to your team.

Thank you for your time and consideration. I look forward to the opportunity to discuss how I can contribute to Minervaa Group.

Yours sincerely,



Dr. Tabish Khan
Ph.D. (Education) | M.Ed. | M.Phil. | M.A. (English)