

RABIA KHAN

About Me

Results-oriented leader with over 9 years of experience in program management, strategic partnerships, and industry engagement. Proven ability to foster strong relationships, enhance member satisfaction, and drive collaborative initiatives to support industry growth and innovation.

Experience

Deputy Assistant Director National University of Technology, Islamabad, Pakistan

Sep, 20 Present

- Built and maintained high-level relationships with industry partners and stakeholders, resulting in collaborative educational programs that enhanced student and faculty engagement.
- Led events and seminars to connect students and industry experts, fostering partnerships that aligned with institutional goals and enhanced market relevance.
- Provided strategic advisory services to students and faculty, connecting them with industry insights and networking opportunities to enhance career development and sectoral alignment.
- Coordination and focal USAID -HESSA initiatives and hosting seminars with industry leaders
- Planned, wrote, and rephrased strategic content for NUTECH as assigned by the Director, ensuring alignment with institutional goals.
- Developed strategic content for NUTECH's Marketing Directorate, including newsletters, magazines, promotional brochures, and presentations.
- Created NUTECH profiles, articles, marketing plans, and press releases to boost university visibility.
- Conducted in-depth market research to support report development and inform strategic planning.
- Composed creative write-ups for various NUTECH initiatives, as needed, to reinforce the university's brand and mission.

Additional Roles:

- **Deputy Assistant Director Coordination** Dean of university , NUTECH, Manager experiential learning program and lecturer
- Collaborated directly with the Dean to streamline communication, project tracking, and program implementation across university departments."
- Played a key role in coordination activities that support institutional goals, enhancing administrative efficiency and optimizing resource utilization.
- Coordinating Events, meetings, daily plans for Dean of University, faculty trainings and seminars
- Focal Person of DoU Office for Office or Research, students' Internships, , USAID- HESSA Focal |person, Coord Robotic Engineering Summer Camps and STEM Caps and Delivering Lectures to BS Students

Department Secretary

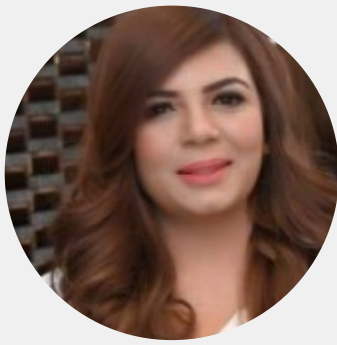
FAST-National university of Computer and Emerging Sciecnes (NUCES) Islamabad Pakistan

2016- 2020

- Directed end-to-end recruitment processes for technical roles in software development, data science, and other IT domains.
- Coordinated faculty recruitment efforts by sourcing high-caliber candidates, conducting preliminary interviews, and ensuring alignment with institutional standards.
- Supported the HR team in onboarding processes, offering strategic insights to improve hiring procedures and candidate experiences.
- Organized training and professional development workshops for newly hired faculty and technical staff.
- Supervised academic staff to ensure smooth delivery of courses and adherence to institutional policies.
- Organized and coordinated seminars, workshops, and recruitment drives for faculty hiring.
- Monitored resources and maintained accurate activity records for academic operations.
- Managed student affairs, including counseling, mentoring, and resolving disciplinary issues.
- Assisted the Dean's Office and Head of Department in administrative coordination and strategic planning.
- Contributed to accreditation processes by preparing Self-Assessment Reports (SARs) and liaising with accreditation bodies.

Programe Coordinator (MS/MPhil & PhD) & Secretary Quality Assurance Division in Preston University, Islamabad 2013-2014

- Supervise academic staff & Coordinate seminar arrangements
- MS/MPhil & PhD Admission consellor and coordinator and Secy Quality Assurance of All MS/PhD Programs
- Monitor physical resources & Organize faculty hiring
- Handle student affairs & Manage discipline issues
- Process faculty applications



Contact

+92 301 8661777

rabi_bia0345@hotmail.com

<https://www.linkedin.com/in/rabiya-khn/>

Education

MS (CS) Sir Syed CASE, Islamabad Pakistan

MCS Arid Agriculture University, Rawalpindi Pakistan

Skills

- Industry Engagement and Partnership Building
- Strategic Planning and Execution
- Stakeholder and Member Relations Management
- Business Development Support and Market Intelligence
- Advocacy and Policy Coordination
- Collaborative Coordination Specialist
- Leadership and Administrative Expert
- Event & Software Project Management
- Career Counseling & Team Management
- Speaker/Host
- Project coordination, grants management, resource allocation, higher education, project preparation & stakeholder collaboration

Members

- Member Global community, World Youth Alliance
- Aspire membership development committee and Aspire Social Amplifier,
- Former Member National Youth Assembly,
- Women Tech Makers, Google
- Google Developers Group, Google
- Managing Director, Joint Cultural Society for communities Collaboration Pakistan

Research Area

Implementation of Blockchain framework on real world applications

Language

English

Urdu (Mother)

Certifications

- An Introduction to Climate change and Human Rights, UN CC E-Learn
- A Participants guide to UN Climate Change UN CC-Learn
- Developing Skills for Women Leadership in Climate Action, UN CC E-Learn
- IT Security: Defense against the digital dark arts, Google July 2022
- System Administration and IT Infrastructure Services, Google July 2022
- The Bits and Bytes of Computer Networking Google July 2022
- IT Project Management, Indian School of Business, 20-June-2020
- Initiating and Planning Projects, University of California, Irvine, 22-June-2020
- Write Professional Email in English, Georgia Institute of Technology, 17-June-2020
- Technical Support Fundamentals, Google, 17-June-20
- Graphic Designing, Virtual University, 06-May-20
- Freelancing, Virtual University, 19-May-20
- UX Designing, California University of Arts, 01-Jun-20
- Technical Support Fundamentals, Google, July 11, 2020
- Operating Systems and You: Becoming a Power User, Google, June 11, 2020
- The Bits and Bytes of Computer Networking, Google, Sep 1, 2021
- System Administration and IT Infrastructure Services, Google, June 29, 2022
- Google IT Support Certified, Google, June 30, 2022
- Create a Profile on LinkedIn, Courera Project Network, August-2023
- Marketing in a Digital World, University of Illinois at Urbana-Champaign, August-23
- Block chain Basics, The State University of New York, Aug 25 -2023
- Google Ads for Beginners, Google, Aug 26, 2022
- Project Management: The Basics for Success, University of California, Irvine, Nov 1, 2023
- High-Impact Business Writing, University of California, Irvin, Oct 31, 2023
- Introduction to Blockchain Technologies, INSEAD, Nov 6, 2023
- Women in Leadership: Inspiring Positive Change, CASE Western Reserve University, Dec 21, 2023

Achievements and Trainings

- Leadership Expert, Consult Clarity, <https://www.consultclarity.org/post/7-questions-with-rabia-khan>
- HESSA Alumni Engagement, USAID HESSA, June 2023 onwards
- AppreciSelected among 2000 young leaders across the globe, Leadership Expert, Consult Clarity, <https://www.consultclarity.org/post/7-questions-with-rabia-khan>
- HESSA Alumni Engagement Member, USAID HESSA, June 2023 onwards
- Appreciation of Boot Camp Conduct, NUTECH, 20-Aug-2023
- Fixed Income Trading and Investments, USAID and IFMP, 07-Sep-2016
- HEC Thematic Research Grant Project, Dr. Muhammad Ayub Siddiqui, 21-Jun-2017
- The Nitty-Gritty of Public Speaking, Missing P, 01-Aug-2018
- Toolkit for Effective Professional, FAST-NUCES and Missing P, 07-Sep-2018
- Certificate of Membership, National Youth Assembly, 01-Jan-2019
- Web Application Penetration Testing and Ethical Hacking, TRANCHULAS, 28-Sep-2019
- Customer Service Excellence, The Missing P, 20-Dec-2019
- Customer Service Excellence, The Missing P, 20-Dec-2019

Advanced MS Excel, National Productivity Organization, 04-Mar-2020

Professional Affiliations and Community Work

- HESSA Alumni Engagement, USAID HESSA
- Managing Director, Women Empowered Platform at JCSCC

References

- Pro-Rector Maj Gen Khalid Javed, HI (M)
- Pro Rector, National University of Technology, NUTECH, Islamabad, Pakistan
- pro.lector@nutech.edu.pk

- Dr. Muhammad Almas Anjum,
- Academic Dean, NASTP Institute of Information Technology, Lahore Pakistan
- Email: almasanjum@gmail.com

- Dr. Muhammad Ayub Siddiqui
- Professor and Dean School of Management Sciences, FAST-NUCES Islamabad Pakistan
- Email: ayub.siddiqui@nu.edu.pk