

Obaid-Ur-Rehman

House # 4, street#7F, Shalimar Road,
Soan Gardens,
Expressway, Islamabad
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Objective

To excel in a career related to Management Sciences. To make a name in the field of accounting, management & finance and achieving higher levels of expertise and providing maximum benefit to the organization.

Personal Information

- Father's Name : **Dr.Fazal-Ur-Rehman**
- Date of Birth : **November 09, 1990**
- CNIC No : **36102-4046194-5**
- City : **Islamabad**
- Nationality : **Pakistani**

Academic Qualification

Qualification	Board / University	Year
F.Sc	Rawalpindi Board	2010
B.Com	PCC Rwp/Punjab University	2014
MBA Finance	CUST Islamabad	2019
MS Finance	CUST Islamabad	2021

Experience

- **Academic Officer:** Capital University of Science and Technology, Islamabad (February, 2021 till Present)

My Roles and Responsibilities as Academic Officer are to help Head of Department do the various day to day affairs of the Department and assist him in plan, execute monitor and evaluate various academic activities like making meeting minutes, auditing the Course Offerings, Timetables and Date Sheets. I guide students on general queries regarding their academics. Alongside this, I coordinate between Faculty and Head of Department on academic matters. From HoD office I coordinate with other departments in the University like HR, Registration and Examination.

Skills

- MS Office
- MS Excel
- Proficient in Internet and E-mail use
- Public Dealing

Interests

- Finance, management & Analysis
- Accounting

Other Skills

- English writing, reading and speaking with good fluency.
- Urdu writing, reading and speaking with excellent fluency.
- Team Player with Leadership passion.
- Highly motivated, hardworking personality
- Logical & analytical thinker

Extra-Curricular Activities

- Reading
- Internet
- Social Welfare
- Cricket