

AYESHA RAHIM

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Profile Overview

Dynamic and motivated professional with extensive experience in strategic planning, team leadership, and relationship building. Proven ability to enhance operational efficiency, manage large-scale projects, and drive organizational success through effective training, development, and compliance management. Skilled in fostering a positive work environment, streamlining operations, and developing strategic partnerships to achieve business objectives. Recognized for excellence in policy analysis and development, with a strong track record of improving processes, enhancing employee engagement, and contributing to overall organizational growth.

SKILLS

Strategic Planning - Event Management - Relationship Building - Team Leadership - Operational Efficiency - Project Management - Problem Solving - Compliance and Risk Management - Training and Development -

EXPERIENCE

Fazaia Bilquis College of Education for Women, PAF Base Nur Khan, Rawalpindi

• **Head of Student Affairs Department**

(11/2016) - Present

- Led strategic planning and initiatives, enhancing student satisfaction by 60%.
- Organized over 50 major events annually, boosting community engagement.
- Strengthened alumni relations, increasing alumni participation by 40%.
- Achieved a 60% placement rate for graduates through effective career services.
- Facilitated the preparation of 40 students each semester for startup competitions, enhancing their presentation skills and confidence.
- Allocated \$1 million in scholarships, supporting student financial needs.
- Established partnerships with 20+ industry leaders for internships and job placements.
- Managed academic and non-academic issues, resolving student concerns efficiently.

Fazaia Bilquis College of Education for Women, PAF Base Nur Khan, Rawalpindi

• **Head of Coordination Office**

(01/2017) - (01/2019)

- Managed and supervised non-academic projects, ensuring successful completion and development.
- Liaised among administrative departments to streamline operations and improve communication.
- Oversaw external linkages, enhancing partnerships and collaborations.
- Coordinated timetable management and formulated college committees for efficient workflow.
- Organized short summer courses, contributing to academic enrichment.
- Assisted in hiring recommendations, faculty training arrangements, and work allocation.
- Resolved issues promptly, fostering a supportive and efficient work environment.

S&P Global Market Intelligence, Islamabad

• **Financial Analyst**

(09/2012) - (08/2014)

- Improved financial status by analyzing results, monitoring variances, identifying trends, and recommending actions to management.
- Reconciled transactions by comparing and correcting data.
- Maintained the database by entering, verifying, and backing up data.
- Recommended actions by analyzing and interpreting data, conducting comparative analyses, and studying proposed changes in methods and materials.
- Contributed to team efforts by accomplishing related results as needed.

Zong, Islamabad

• **CSR**

(09/2011) - (09/2012)

- Assessed customer needs and built trust through effective communication.
- Provided accurate information and resolved complaints promptly.
- Engaged customers to enhance satisfaction and loyalty.

EDUCATION AND CERTIFICATIONS

<i>SZABIST, Islamabad • MS Project Management</i>	<i>2024</i>
<i>UET, APCOMS Campus Rawalpindi • MBA (Finance)</i>	<i>2012</i>
<i>Rawalpindi College of Commerce, Rawalpindi • B.Com (IT)</i>	<i>2009</i>
<i>Rawalpindi College of Commerce, Rawalpindi • B.Com (IT)</i>	<i>2007</i>
<i>ASF Public School, Karachi • Matric (Computer Science)</i>	<i>2004</i>

Achievements and Awards

- Provided strategic leadership in policy analysis and development, earning recognition for driving significant organizational growth.
- Led and supervised the successful execution of the 1st and 2nd International Multidisciplinary Graduate Conferences (2019, 2020).
- Oversaw the planning and coordination of the 1st, 2nd, and 3rd Alumni Meetups (2017-2019), providing guidance and approval to the organizing teams.
- Directed the 1st and 2nd Job Fairs (2017, 2019), ensuring alignment with organizational goals and objectives.
- Recognized for exceptional oversight of the management team during Intramural Events (2017).
- Key contributor to the strategic direction of the Quality Enhancement Cell.
- Led the planning and execution of the 1st, 2nd, and 3rd Open Houses (2017-2019), empowering junior teams with clear direction and approvals.
- Nominated for Employee of the Year (2018) for exemplary leadership and team management.
- Awarded for leading the Most Productive Team at SNL Financials (2014).
- Received "Star Rookie" award at SNL Financials (2013) for leadership and early career excellence.
- Chaired the activities committee for two quarters (2013), guiding event execution.
- Achieved Silver and Bronze Standards in The Duke of Edinburgh's International Award for Young People.