

RIMSHA NASEEM

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To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

EDUCATION

SKILLS

Problem Solving	*****
Team Building	*****
Self-Motivated	*****
Excellent Communication	*****
Flexible and Adaptable	*****
Planning and Coordination	*****
Multitasking Abilities	*****
Time Management	*****
MS word and Power Point	*****
Event Management	*****

2023-2025	MBA- HR Bahria University, Islamabad.
2019-2023	Bachelor's in Biotechnology Capital University of Science & Technology, Islamabad.
2016-2018	HSSC-Pre Medical Global College, Rawalpindi.
2014-2016	SSC- Science Army Public School & College Westridge 3, Rawalpindi.

INTERNSHIP

National Center of Excellence in Molecular Biology, University of Punjab, Lahore.

It was an internship necessary for a degree in my area of study. Throughout my internship program, I learned a variety of skills and knowledge related to working in a lab. Moreover, I gained insight into managing things professionally and effectively for the benefit of the organization through teamwork.

WORK EXPERIENCE

• May 2024 - Current	Assistant Project Coordinator	Haider Linguistics
• September 23 - January 24	Science Teacher	Roots International School.
• February 23 -August 23	Assistant Coordinator	EMS High School.

VOLUNTEER WORK

2022-2023 Chairperson WIE Chapter – IEEE CUST.

In my role as Chairperson of the WIE Chapter, I supervised a team's performance and improved efficient teamwork. I successfully planned and carried out a number of activities that encouraged participation in the community and the exchange of knowledge. In order to ensure seamless coordination and on-time fulfillment of goals.

- 2022 General Secretary – GENIX CUST.**
As a general secretary, I oversee the documentation process and give priority to the urgent requirements of society and make sure that society events were efficiently planned, minute, and maintained.
- 2022 Batch Coordinator - GENIX CUST.**
I learned the knowledge and skills to lead a group of more than 50 students in the GENIX Society of the Bioinformatics and Biosciences Department. Additionally, I planned many activities and events for the students. The batch coordinator serves as a point of contact between the students and the department. The coordinators are chosen for a period of one year and are expected to actively address all problems that students may be having with course registration, academic concerns, and other matters regarding department management.
- 2022 Volunteer - IEEE CUST Student Branch.**
Maintained clean, neat, and operational facilities to serve program needs. Assisted with special events and programs. Supported engaging, fun, and smooth-running events by helping with organization and planning. Used strong interpersonal communication skills to convey information to others.
- 2020-2022 Head Graphic Designer - GENIX CUST.**
Completed final touches for projects such as images sizes and font selection. Met with customers to present mockups and collect information for adjustments. Developed creative design for print materials, brochures, banners, and signs. Created digital image files for use in digital and traditional printing methods.
- 2021 Social Work Volunteer - Akhuwat, Rawalpindi.**
Working at AKHUWAT has provided me the opportunity to gain social work experience, improve human welfare, and contribute to fulfilling everyone's essential and complex needs. I worked with different groups of people and many different kinds of individuals during this time, putting a special emphasis on those who consider themselves weak, oppressed, and living in poverty.

ACHIVEMENTS

- Awarded with a certificate of Hafiz-e-Quran.
 - Certificate of Appreciation for Organizing the 10th International Conference on Biological and Computational Sciences 2022.
 - 2nd position award, Bioexhibition CUST.Organized seminars during my undergraduate degree.
 - Awarded with Dean Honor Roll by the Department of Bioinformatics and Biosciences CUST.
 - Organized Science Fair 23' IEEE, CUST SB.
 - Event Lead at Al Funoon Gala 2023 IEEE, CUST SB.
 - Organized Student of the Semester WIE Chapter, IEEE, CUST SB.
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REFERENCE

Available upon request

