



RIMSHA TANVEER

ASSITANT EXECUTIVE

PERSONAL PROFILE

Highly organized and proactive Executive Assistant with experience supporting academic administrators in managing schedules, documentation, and university operations. Skilled in coordinating communication between faculty, students, and departments while maintaining high standards of confidentiality and efficiency.

CONTACT

- 📞 03350635003
- ✉ rimshatanveer55@gmail.com
- 📍 Rawalpindi, Pakistan
- 🌐 LinkedIn Profile

EXPERTISE

Administrative & Office Management

Executive & Academic Support

Communication & Coordination

Time Management & Problem Solving

SOFTWARE KNOWLEDGE

MS Office Suite

Video Conferencing Tools

PERSONAL SKILLS

Adaptability and Flexibility

Team Collaboration

Event & Conference Coordination

Confidentiality and Professional Ethics

WORK EXPERIENCE

BOOTCAMP TRAINEE

Sustainable Development and Policy Institute, Islamabad

Learned about Green Skills for Green Careers in collaboration with *Islamic Relief Pakistan* and many other highly national and international professionals.

ENVIRONMENTAL LEGAL INTERN

Environmental Protection Agency, Lahore

Identified ways to control and reduce environmental impacts and presented ideas to management for wider project rollout.

Collected and analysed data from hazardous waste management studies to form opinions on improvement strategies.

ENVIRONMENTAL OFFICER

Pak Green Enviro Engineering Pvt. Ltd Lahore

Stayed up-to-date with environmental developments, promptly briefing internal and external colleagues and clients on changes.

Worked with other professionals to help businesses follow sustainable practices to minimise damage to surrounding environment.

EDUCATION

MASTER OF PHILOSOPHY IN ENVIRONMENTAL SCIENCE

International Islamic University Islamabad (2024-2026)

BACHELORS OF SCIENCE IN ENVIRONMENTAL SCIENCE

Government College University, Lahore (2019-2023)
