

Rubat Fida Abbasi

ID: 6110176592460 | **Work permit:** Pakistani | **Place of birth:** Murree, Pakistan | **Nationality:** Pakistani |
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● ABOUT MYSELF

Dedicated and detail-oriented administrative professional with 05 years of experience in streamlining office operations, managing schedules, and providing exceptional support to executives. Seeking a challenging administrative position where I can leverage my organizational skills, proficiency in office software, and ability to multitask effectively to enhance organizational efficiency and contribute to the achievement of company goals.

● WORK EXPERIENCE

 **THE DIABETES CENTRE ISLAMABAD** – ISLAMABAD, PAKISTAN
IT INTERN – 02/12/2019 – 31/05/2020

Major Responsibilities:

- Worked with Microsoft Access for database development and management
- Utilized Microsoft Office 365 applications (Word, Excel, PowerPoint, Outlook, Teams) for documentation, reporting, and communication
- Assisted in designing and maintaining the hospital's networking infrastructure diagram
- Managed IT equipment inventory and asset tracking
- Created visual content and graphics using graphic design tools
- Contributed to mobile application development using Android Studio
- Managed website databases using the XAMPP server
- Developed and maintained websites using PHP
- Installed and configured Windows operating systems and essential drivers
- Provided technical support and troubleshooting for hardware and software issues
- Assisted in data backup and recovery processes
- Maintained and updated technical documentation and user manuals
- Monitored system performance and reported anomalies
- Collaborated with various departments to understand and support their IT needs

 **KOHSAR UNIVERSITY MURREE** – MURREE, PAKISTAN
Business or Sector Education | **Department** Controller of Examination Office | **Email** controllerofexaminations@kum.edu.pk |
Website www.kum.edu.pk
Link <https://kum.edu.pk/>

COMPUTER OPERATOR – 05/10/2021 – 20/09/2024

Major Responsibilities in Controller of Examinations Office:

- Monitored, controlled, and operated computer and data processing equipment in accordance with established procedures
- Performed assigned tasks following documented instructions and standard operating procedures
- Entered and updated data, and made necessary modifications to documentation as required, utilizing Microsoft Office 365 applications (Excel for data management, Word for documentation, and Outlook for communication)
- Maintained office records, performed data entry, prepared examination results, and generated detailed mark certificates using Microsoft Excel and Word
- Drafted office orders, circulars, notifications, and official instructions using Microsoft Word and Office 365 collaboration tools
- Prepared the official gazette for exam results and announcements using Microsoft Word and Excel for formatting and data organization
- Calculated and managed GPA and CGPA for student records through Excel formulas and Office 365 data management tools

- Monitored the distribution of examination materials, keeping track of records using Excel and SharePoint for centralized access
- Assisted in the preparation of centralized timetables and date sheets for examinations using Excel and scheduling tools within Office 365
- Prepared internal and external workload reports related to examination duties using Microsoft Excel for data analysis and presentation

Additional Duties:

- Assisted the Chairperson of the Department of English in administrative and academic tasks
- Served as a member of the Admissions Committee, contributing to decision-making processes
- Acted as a member of the Scrutiny Committee, ensuring the accuracy and fairness of academic evaluations
- Functioned as the Focal Person for the Laptop Scheme, overseeing its implementation and support
- Coordinated departmental meetings, prepared agendas and minutes, and tracked action items
- Managed departmental communications, including internal announcements and external correspondence
- Assisted in organizing events, workshops, and seminars to enhance student and faculty engagement
- Contributed to curriculum development and course design within the Department of English
- Contributed to the development of student engagement initiatives and extracurricular activities
- Managed departmental records and maintained an organized filing system

 **FOUNDATION INSTITUTE OF TECHNOLOGY** – RAWALPINDI, PAKISTAN

Business or Sector Education | **Department** Administrative | **Email** fitrwp77@gmail.com

PROGRAM COORDINATOR – 27/01/2025 – CURRENT

Major Responsibilities:

- Oversee the daily operations of vocational training programs, ensuring alignment with industry standards and institutional objectives.
- Collaborate with instructors to develop and update training curricula, ensuring relevance to current industry trends and market needs.
- Provide academic and administrative support to students, addressing inquiries and ensuring smooth program progression.
- Coordinate with trainers to ensure effective delivery of training sessions, managing training schedules and content delivery.
- Organize and allocate resources, including classrooms, equipment, and instructors, to ensure optimal training conditions.
- Track and monitor student performance, attendance, and progress, preparing detailed reports for management.
- Oversee assessments, evaluations, and certification processes, ensuring compliance with industry standards and training outcomes.
- Plan and organize workshops, seminars, job fairs, and other professional development events for students and industry professionals.
- Ensure the training programs comply with quality standards, accreditation requirements, and regulatory guidelines.
- Assist in the recruitment, enrollment, and orientation of new trainees, ensuring a smooth onboarding process.

● **EDUCATION AND TRAINING**

Rawalpindi, Pakistan

MCS (MASTER IN COMPUTER SCIENCE) Pir Mehr Ali Shah Arid Agriculture University - PMAS AAUR

Website <https://www.uaar.edu.pk/index.php> | **Field of study** Information and Communication Technologies (ICTs) |

Level in EQF EQF level 7

Lahore, Pakistan

BACHELOR OF SCIENCE University of the Punjab, Lahore

Website <https://pu.edu.pk/> | **Level in EQF** EQF level 6

Rawalpindi, Pakistan

SEARCH ENGINE OPTIMIZATION DIGISKILLS

Website <https://digiskills.pk/> | **Level in EQF** EQF level 3

Rawalpindi, Pakistan

FREELANCING DIGISKILLS

Website <https://digiskills.pk/> | **Level in EQF** EQF level 3

Website <https://digiskills.pk/> | Level in EQF EQF level 3

● **LANGUAGE SKILLS**

Mother tongue(s): **URDU**
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	B2	B2	B2
PANJABI; PUNJABI	C2	C1	C1	C1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

● **SKILLS**

MICROSOFT OFFICE (OFFICE MANAGEMENT) | Data Entry | Time Management | Problem Solving | Teamwork |
Quick Learner | Adaptability | Communication