



RABIA AZIZ

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Location: City Islamabad I-8/3 Street 71

Summary:

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem – solving skills. Looking for a career in an organization that will allow me to implement my skills and work in a challenging environment; while allowing me to contribute to the continued growth and success of the organization. My vision is to work in a dynamic field, as an oriented, competitive and cooperative employee in a reputable organization so that I may use my knowledge and skills and in return get a professional and challenging career.

Thesis: (Effects of corporate governance of dividend payout. The role of growth opportunity.)

Skills:

Classroom lecturing, Financial Accounting, MS word, Online Lecture, Operational tasks. Handling, Social Welfare Management, Team Leader.

Experience:

❖ Operation Officer (ACT) Aiming Change for tomorrow (ACT) International, Islamabad.	Manager mim gap operation-Developing- and implementing company policies, fostering relationship between clients, suppliers and vendors.
❖ Visiting Lecturer: King Abdullah Campus the University of Azad Jammu & Kashmir.	Developed and implemented innovative teaching strategies to engage students in lecture and course work. Created and Designed and implanted various educational activities and programs to meet student needs. Developed semester outline and instructional plans for each class session to comply with stated course objectives. Graded quizzes, tests, homework, and projects to provide students with timely academic progress information and feedback.
❖ Supervisor: LQAS Survey for World Health Organization. District Bhimber, AJ&K.	Achieved result by working with staff to meet established targets. Created successful work schedules for each team member to maintain deadlines and fully staff shifts. Applied strong leadership talent and problem solving skills to maintain team efficiency and organize work flows.
❖ Interviewer:	☐ Conducted interviews with participants to assess eligibility. ☐ Assisted in coordination of on-site interviews, managing schedules to stay organized.

LQAS Survey for World Health Organization. District Bhimber, AJ&K. ☐ Supervisor	☐ Utilized behavioral-based interviewing techniques to evaluate candidate experience and skills. ☐ Obtained update contact information from all subjects and verified date for occupy. ☐ Completed surveys by rechecking contract information before ending each call, analyzed and evaluated data.
Aug 2021-Oct 2021 ❖ Team Leader: Pakistan Poverty Alleviation Fund Muzaffarabad.	☐ Created and managed project plans, timelines and budgets maintained database system to track and analyze operational data. ☐ Generate reports detailing findings and recommendations. ☐ Supported creation of detailed, technical financial models to value potential acquisition targets. ☐ Collected, arranged and input information into the database system.
202 Nov-April 2021 ❖ Interviewer: Planning and Development Department Government of AJ&K. Multiple indicators duster survey (MICS)	☐ Collect the household data. ☐ Conducted interviews with participants to assess eligibility. ☐ Assisted in coordination of on-site interviews, managing schedules to stay organized. ☐ Utilized behavioral-based interviewing techniques to evaluate candidate experience and skills.
❖ Supervisor Salik Development Foundation Muzaffarabad (AJK). Health Card Distributions.	☐ Established open and professional relationships with team members to achieve quick resolutions for various issues. ☐ Worked with a team to identify areas of improvement and devised solution based on findings. ☐ Supervised team members to confirm compliance with set procedure and quality requirements.
Aug 2017-Dec 2017 ❖ Teacher:	☐ Iqra Children Academy, Peshawar, Pakistan

❖ **Education:**

Institute of Cost Management Accountants of Pakistan (ICMAP), Islamabad
CMA
Managerial Level 2 (Continue -2025)

❖ **The Agriculture University of Peshawar: (2021)**

Master in Science, MS
Business Administration Finance
CGPA 3.53/4

❖ **Allama Iqbal Open University Islamabad Pakistan: (2019)**

Bachelors of Education
Education
CGPA 3.4/4

❖ **The Agriculture University of Peshawar:(2018)**

Bachelors in Business Administration, BBA
Business Administration, Finance
CGPA 3.4/4

❖ **Shaheen Model College:(2013)**

Intermediate F.Sc Pre Engineering
Engineering
Percentage 55%

❖ **Read Foundation High School :(2011)**

Matriculation Matric in Science
Matriculation
Percentage 54%

❖ **Projects:**

Multiple Indicators Cluster Survey
Conducted interviews with participants to assess eligibility.
Assisted in coordination of on-site interviews, managing schedules to stay organized. Utilized behavioral-based interview techniques to evaluate candidates/ experience and skills.
Completed surveys by rechecking contact information before ending each call.
Analyzed and evaluated data, identifying in the recruitment process.

- ❖ Workshop on Quick Books Organized by the Institute of Cost and Management Accountants of Pakistan.
- ❖ Workshop on Taxation Organized by the Institute of Cost and Management Accountants of Pakistan.

❖ **Languages:**

✓ **English**

✓ **Urdu**

✓ **Punjabi**

❖ **Reference:**

Will be provided