

Ms. Rabia Javed

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PERSONAL PROFILE

I am a confident individual who has good communication and interpersonal skills, which I have developed and enhanced through my education and employment. I possess brilliant customer service and organizational skills as further demonstrated by my CV. My career objective is to find a challenging position in a progressive company which offers early responsibility in return for enthusiasm, innovation and commitment to achieving goals and business objectives in a profitable way.

EXPERIENCE

The Thinking School Model-Campus PWD Islamabad **Principal**

Sep 25 - Present

Main Responsibilities:

- Provided leadership to ensure high-quality teaching, learning, and overall school performance.
- Assisted the CEO in implementing school-wide initiatives and reported directly to the CEO on academic and operational progress.
- Implemented school policies, academic plans, and improvement strategies.
- Supervised and supported teachers through observations and constructive feedback.
- Ensured student progress through effective assessment and monitoring.
- Maintained discipline, safety, and a positive school environment.
- Oversaw curriculum delivery and alignment with educational standards.
- Strengthened communication with parents and the school community.
- Managed school operations, events, and administrative tasks.
- Led recruitment, mentoring, and evaluation of staff.
- Worked on the ERP online school system for smooth academic and administrative management.

The Arqam School Qasim Campus G-15 **Vice Principal**

Jan 25 – Sep 25

Main Responsibilities:

- Assisted Assistant Director in school leadership and management.
- Oversaw curriculum, instruction, and student affairs.
- Supported staff development and fostered school community engagement.
- Project Head - LearnOBots (NUST University): Implemented online robotics curriculum. Completed LernOSTEAM pre-deployment teacher training certification.
- Engaged with parents and the community to support student success.
- Led the recruitment and hiring process for teaching staff.
- Evaluated candidates for fit, qualifications, and teaching potential.
- Ensured new hires aligned with school values and goals.
- Conduct teacher training sessions

The City School Gulrez Rawalpindi

Sep 21- Feb 24

Coordinator & Kindergarten Teacher

Main Responsibilities:

- Manage office work, admission files, student affairs, design curriculum and timetable. Conduct teacher training sessions. Organize Annual Functions, Sports Week, Meet Gala and photography.
- Taught kindergarten students using engaging early learning methods.
- Focused on literacy, numeracy, and social skills development

The Educators School Gulrez Phase #3 Rawalpindi

Mar-20 – Aug 21

Coordinator

Main Responsibilities:

- Manage office work, admission files, student affairs, design curriculum and timetable.

Teacher:

Feb-2014 to Feb-2015

Roots Millennium School Kingston Campus G-15 Islamabad

Main Responsibilities:

- Teach Arts to Junior Montessori till Grande 5
- Teach & made 3D models of Arts & Craft
- Teach Mathematics to Grade 1 & 2

Accountant

Jan-2010 to Jan-2011

Wings Guest House/Crew House UNHAS World Food Program

Main Responsibilities:

- Maintain Accounts Ledger.
- Daily expenses related to guest house.
- Invoicing to credit clients.
- Manage all bills regarding with customer.
- Analyzing Cash flow statement
- Analyzing financial data and making conclusions.
- Involved in producing and analyzing year-end financial accounts.
- Liaising with the company's auditors.
- Helping to produce the companies' tax return. Involved in preparing monthly management accounts.
- Assisting in bank reconciliations. Helping departments to plan, manage and report their budgets forecasts.
- Good command in Microsoft, especially in Microsoft Word, Excel, PowerPoint.

QUALIFICATIONS

- **Masters in Leadership and Management Studies** 2012-2014
CGPA : 3.57
Majors : Human Resource Management
Institution:
National Defence University E-9 Islamabad
- **Association of Chartered Certified Accountant** Aug-2010 on going
Institution:
School of Business and Management
F1 Accountant in Business
F2 Management Accounting
F3 Financial Accounting
F5 Performance Management
F6 Taxation
F7 Financial Reporting
Remaining exams to be completed
- **Bachelors in Commerce and Information Technology** June-06 to June-08
Institution:
Punjab College of Commerce, Satellite Town Rawalpindi
- **Intermediate in Commerce** May-04 to April-06
Institution:
Islamabad Commerce College for Women F-10/3, Islamabad
Scholarship Holder
- **Matriculation in Science** April-02 to March-04
Institution:
Mr. Cabin Public School Rawalpindi

COURSES&SEMINARS

- "Business English Language" Air University Islamabad
- 1 Days Training on Accounting Fundamentals.
- 1 day training on Advanced Communication.
- Analyzing Cash Flow statements/income Stat/balance Sheet
- Business Terminology Training
- LernOSTEAM pre-deployment teacher training certification. LearnOBots

OTHER ACTIVITIES

In my spare time I enjoy reading and sports, I have participated in all my school and college sports competition.

