

Rimsha Siddique

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Education

NUML University, Islamabad

Islamabad, Pakistan

Bachelors in International Relations

2021 - 2025

HITEC SCFG, Taxila Cantt

Taxila, Pakistan

Fsc. Pre Medical

2018 - 2020

Professional Experience

Admission Advisor - American Lycetuff DNK School NPF.

Islamabad, Pakistan

Assisted parents with admission queries and guided them through procedures, handled documentation, student records, and administrative tasks, managed school's social media presence and online communication, designed graphics and promotional content to support admissions, assisted in shortlisting and orientation of applicants.

Head HR – Amin Welfare Organization

Islamabad, Pakistan

Managed end-to-end recruitment processes, including interviewing and onboarding, handled volunteers record management, played a key role in coordinating different departments of organization and supporting management.

December 2023 – June 2024

- *Skills development:* Boosted confidence and public speaking skills, gained expertise in sourcing and selecting candidates aligned with organizational needs, developed sense of resolving workplace conflicts, sharpened critical thinking while handling sensitive matters with professionalism.

Home Tutor

Taxila, Pakistan

Taught diverse students and Provided personalized academic support to students ranging from Grade 4 to HSSC – I in subjects such as Mathematics, Science, English, Biology, Pakistan Studies.

July 2023 – May 2025

- *Skills development:* Developed teaching, commitment and one-on-one communication skills, fostered positive student engagement, worked on patience and adaptability to adjust with diverse environment, gained time management and organization skills, identified learning opportunities, and delivered results-driven instruction with professionalism and dedication.

Userfluence Network

Remote

Led and coordinated a team of 30+ members in executing digital engagement strategies to boost social media performance for partnered influencers.

December 2021 – February 2022

- *Skills development:* Utilized Excel for maintaining team rosters, tracking performance metrics and generating weekly reports, oversaw large group dynamics and task distribution, facilitated smooth communication across teams, maintained organized tracking systems, relevant for administrative documentation and academic records.

Academic Experience

RESEARCH PROJECT

Islamabad, Pakistan

Conducted a nuanced research study on 'Gender inequality and Climate Change in Pakistan through International Human Rights Framework' analyses the vulnerabilities women faced during climate disasters particularly from

marginalized communities. The research employs qualitative methodology and concludes with policy suggestions and recommendations aimed to foster gender-responsive climate policy for sustainable environment and climate justice.

Extracurricular & Volunteer Experience

NATIONAL YOUTH CLUB FOR CLIMATE CHANGE

Islamabad, Pakistan

– *Head Ambassador*: Represented NUML at the organizational level, acted as the primary liaison between the university students and the external organization. Organized seminars and managed coordination for each event.

YOUTH ORGANIZATION PAKISTAN

Islamabad, Pakistan

– *Deputy Head*: Directed internal affairs, enforcing policies, resolving conflicts, and fostering a positive environment while leading a team of 5 executive members and hosted seminars and webinars arranged by NUML chapter to YOP.

VGREENO

Islamabad, Pakistan

– *Ambassador*: Promoted Vgreeno at university level, among different social platforms, planned activities like Keep Capital Clean, volunteered in LCOY (Local Conference of Youth) through this organization and attended several conferences.

Honors and Awards

ACADEMIC SCHOLARSHIPS

Received Benevolent Fund throughout my academic years.

2017 - Present

SHIELDS

– Received a shield for being an active organizer in Women's Catalyst Awards ICSA.

2023

– Received a silver medal and a certificate during sports week.

2018

ACADEMIC COURSES

– Human Resource Management – Great Learning Academy

2023

Additional

– *Technical Skills*: Research Skills, Citation Styles, Canva and Excel skills.

– *Soft Skills*: Multilingual communication (English, Urdu, French), diplomacy, public speaking, team work

– *Certifications*: LCOY (2024), AWO (2024), NYCCC (2024), VGREENO (2024), YOP (2024), ICSA (2023)

– *Interests*: Administration, HR, Teaching, Research, Content Writing, Communication