



Rabiya Asim

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About me

An energetic Project Manager with an Electrical Computer Engineering background, having well-developed analytical and problemsolving skills. Team player with a can-do attitude, phenomenal time management, and leadership skills, and a strong user focus. Recognized as the Best Delegate at the Echo Change Summit in Malaysia, where I represented Pakistan on an international platform to promote the UN Sustainable Development Goals (SDGs) through global collaboration. I aim to work in a progressive work environment and as a part of a dynamic team making a significant contribution to the continued success of the organization by delivering the best services and fulfilling organizational requirements through the utilization of my technical knowledge coupled with project management expertise.

WORK EXPERIENCE

IT Executive/ OutReach Officer University of Greater Manchester, Islamabad

11/2023-Present
Achievements/Tasks

ERP System and IT Management:

- Led the strategic planning and execution of a university-wide ERP system, enabling seamless integration of academic, financial, and administrative modules to enhance operational efficiency and data-driven decision-making.
- Collaborated with development teams and key stakeholders to align project goals with the university's business requirements including student admissions, course management, grading systems, and finance tracking and ensuring clear communication and a smooth workflow.
- Managed secure data migration from legacy systems, ensuring accuracy, integrity, and compliance with institutional data protection standards.
- Led risk management efforts, proactively identifying potential risks, developing mitigation strategies, and continuously tracking project milestones to ensure on-time completion.
- Delivered ERP training workshops and user guides for faculty and administrative staff, improving platform adoption and optimizing day-to-day use.
- Provided ongoing ERP technical support while continuously monitoring system performance, incorporating user feedback, and implementing enhancements to ensure high availability, reliability, and alignment with evolving university needs.
- Designed and implemented the university's IT infrastructure roadmap, focusing on optimizing system performance, scalability, and security.
- Conducted regular IT audits to identify gaps, improve cybersecurity, and streamline technology operations.
- Played a key role in risk management, proactively identifying system vulnerabilities, implementing mitigation strategies, and ensuring business continuity across all digital platforms.

Additional Responsibilities:

Actively involved in the admissions process, including conducting outreach by calling prospective students, reviewing applications, guiding them through the enrollment process, and providing support by answering queries and assisting with online application procedures to ensure a smooth and informed experience.

Contributing to the development and implementation of student engagement initiatives.

Represented the University of Greater Manchester at DAWN and Jung education expos and school visits. Engaged with prospective students and parents to promote university programs and opportunities.

Communicate effectively with colleagues, stakeholders, and external partners to ensure project success. And demonstrate strong interpersonal skills and professionalism in all interactions.

Managed social media accounts, including content creation, scheduling, and engagement.

- Served as an Academic Coordinator, managing academic operations, coordinating with faculty, and ensuring smooth execution of academic activities and schedules.
- Organized and conducted steering group meetings with the UK campus, ensuring alignment on academic planning, program delivery, and institutional objectives.

Business Development Officer Topline

Marketing

08/2023 - 02/2024,

Islamabad

Achievements/Tasks

Maintained strong relationships with stakeholders in the real estate industry and conducted regular meetings and presentations to understand client needs, showcase company services, and negotiate contracts and partnerships.

Collaborated closely with cross-functional teams, including sales, marketing, operations, and finance, to ensure alignment of business development initiatives with organizational goals and objectives.

Actively participated in industry events, conferences, and networking forums to build relationships, expand professional networks, and stay updated on industry trends, developments, and emerging opportunities.

Project Manager

PM Essential Skills

03/2023 - 09/2023,

Islamabad

Achievements/Tasks

Managed team recruitment and leadership to deliver outstanding project outcomes.

Proactively monitored project progress and meticulously evaluated performance to ensure alignment with objectives, timelines, and quality standards, and to drive continuous improvement and excellence in project delivery.

Content Writer

PM Essential Skills

03/2023 - 08/2023,

Achievements/Tasks

Produced comprehensive script outlines and concise study notes for PMP (Project Management Professional) certification preparation and facilitated structured and efficient study sessions.

Designed and administered mock tests to simulate exam conditions, offering candidates a valuable opportunity to assess their readiness and identify areas for further study.

Internship

Pakistan Sweet Homes (NGO)

06/2018 - 09/2020,

Achievements/Tasks

Played a leadership role in organizing educational awareness programs and character-building workshops at Pakistan Sweet to provide care and support for orphaned children.

Actively engaged in volunteer work and advocacy at Pakistan Sweet Home, raising awareness about the needs of orphaned children and advocating for their rights and well-being.

Internship

E-Pakistan

05/2017 - 08/2017,

Achievements/Tasks

Collaborated on various engineering projects at E-Pakistan organization, contributing technical expertise and innovative solutions to achieve project objectives and milestones.

Collaborated closely with cross-functional teams to coordinate project activities and resources, fostering a cohesive and productive work environment.

Engaged with the management team at E-Pakistan organization to conceptualize, plan, and execute national events, showcasing organizational capabilities and fostering community engagement.

EDUCATION

MS in Project Management

Bahria University Islamabad

02/2021 - 12/2022,

Islamabad

TECHNICALSKILLS

MSProject

JIRA

Primavera

MS Office Suite

Programming Languages(Java, C, C++, HTML,CSS)

SOFT SKILLS

Leadership

Time management abilities

Communication

Project planning

Problem-solving skills

Adaptability

Dedication to Quality

Client Relationship Management

Decision-making

Conflict resolution

Attention to detail

CERTIFICATES

Best Delegate, Echo Change Summit 2025

- Represented Pakistan at the Echo Change Summit 2025 in Malaysia, an international platform focused on advancing the UN Sustainable Development Goals (SDGs).
- Awarded Best Delegate for outstanding contribution in promoting global collaboration and SDG initiatives.
- Engaged in discussions and contributed to solutions aimed at addressing global challenges, demonstrating leadership and diplomatic skills in a multicultural environment.

PROJECTS

Construction of GIGA MALL Islamabad-World Trade Center on MSproject.

Implementation of Gauss Jordan method for Parallel Magnetic Resonance Imaging (PMRI) using FPGA.

Design and implementation of Line Following Robot with microcontroller.

Design and implementation of sumo robot

RESEARCH

Effect of Working from Home on Project Success, with Mediating Role of Employees' Psychological Distress and Moderating Role of Psychological Hardiness

PUBLICATIONS

Scientific session

Reconfigurable Hardware Architecture Design of Gauss Jordan Elimination Method to Accelerate parallel MR Image Reconstruction

April 11,2019