

AREEBA SHAMSHAD

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PROFESSIONAL SUMMARY

Public Administration graduate from Fatima Jinnah Women University with a strong academic record and hands-on experience in administration, research, and community engagement. Skilled in policy analysis, public dealing, and office management, with demonstrated leadership abilities. Successfully defended a thesis on digital transformation and employee creativity. Seeking an opportunity to contribute to effective governance and grow professionally in a dynamic organization.

WORK EXPERIENCE

Academic Coordinator

International Islamic School, Rawalpindi | Jan 2025 – Apr 2026

- Managed curriculum delivery and student mentorship across multiple grade levels.
- Developed engaging study resources and simplified complex academic concepts.
- Enhanced student performance through structured learning strategies and regular progress tracking.
- Strengthened leadership and communication skills in a dynamic school environment.

Internship – Public Administration

Deputy Commissioner's Office, Rawalpindi | Jul 2024 – Sep 2024

- Observed internal workflows across multiple government departments.
- Assisted with administrative documentation and record management.
- Gained practical experience in public dealing and office management.
- Deepened understanding of local governance and administrative procedures.

IT Trainer (Community Workshop)

Dar-e-Arqaam High School, Rawalpindi | Dec 2022

- Conducted a 13-day workshop training students in Microsoft Word and Excel.
- Taught document formatting, table creation, and graphics — boosting student confidence.

Social Welfare Worker

Vision21, Rawalpindi | Apr 2022 – Jul 2022

- Taught underprivileged children at a school for child laborers for 4 months.
- Conducted basic lessons, arranged study sessions, and distributed educational materials.
- Developed strong empathy, patience, and effective teaching skills.

Volunteer – Community Engagement

Al-Khidmat Foundation, Rawalpindi | Feb 2025

- Participated in a 3-day awareness program covering education, health, and social responsibility.
- Contributed to community outreach and team-based campaigns.

EDUCATION

BS Public Administration | 2025

Fatima Jinnah Women University, Rawalpindi

Intermediate (Mathematics, Physics, Chemistry) | 2020

Islamabad Model College for Girls, I-14/3, Islamabad

SKILLS

Administration	Policy Analysis	Data Analytics	Data Management	MS Excel	MS Word
Community Outreach	Public Dealing	Recruitment	Quick Learner	Written Comm.	Verbal Comm.

LANGUAGES

English: Intermediate **Urdu:** Native

RESEARCH / THESIS

Thesis: Digital Transformation and Employee Creativity

Explored the relationship between digital transformation initiatives and employee creative performance in organizational settings. Successfully defended with excellent faculty feedback.