



Rabia Aziz

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Summary

To seek and maintain 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 help 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, team oriented, competitive and cooperative employee in a reputable organization so that I may use my knowledge and skill and in return get a professional and challenging career.

Thesis.. Effect of corporate governance on dividend payout. The role of growth opportunity.

Skills

Admin Assistance | Budget Preparation and Analysis | CAPI | Classroom Management | Classroom lecturing | Communication Skills | Community Engagement | Community Mobilization| Conflict Management | Conflict Resolution | Coordination Abilities | Decision Making | End to End Sales | Energetic Skills | Field Coordination | Field Surveying | Field Task Management | Financial Accounting | Interpersonal Skills | IT Skills | Management Skills | Mobilization Skills | MS Excel | MS Office | MS Office Skills | Multitasking Skills | Online lectures | Presentation Skills | Problem Solving | Project Management | Project Management Skills | Social Media Handling | Social Mobilizer | Staff Supervision | Survey CTO | Tablet Or Laptop With S Pen

Experience

Feb2026- Continue ○ **Compliance Officer**

MetaLink BPO, Bahira Phase 7, Rawalpindi.

Aug 2024 - Apr 2025 ○ **Consultant**

Pak Qatar family takaful, Muzaffarabad, Pakistan

Sep 2023 - Dec 2023 ○ **Operation Officer**

Aiming Change for tomorrow (ACT) international, Islamabad, Pakistan

Reporting to and following the leadership of the Manager Operations Developing and implementing company policies Planning and budgeting. Improving operational procedures to promote efficiency Assisting with employee training and evaluation Fostering relationships between clients, suppliers and vendors.

Oct 2021 - Aug 2023 ○ **Visiting Lecturer**

AJK University Muzaffarabad AJ&K, Muzaffarabad, Pakistan

Developed and implemented innovative teaching strategies to engage students in lectures and coursework.

Developed semester outlines 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.

Aug 2022 - Oct 2022

○ **Supervisor**

LQAS Survey For World Health Organization, Bhimbar, Pakistan

Jun 2022 - Aug 2022

○ **Interviewer**

The Third Party Vaccinated Immunization Community, Shangla, Pakistan

Assisted in coordination of on-site interviews, managing schedule. Utilized behavioral based interviewing techniques to evaluate candidates' experience and skills.

Aug 2021 - Oct 2021

○ **Team Leader**

Pakistan Poverty Alleviation Fund, Muzaffarabad, Pakistan

Sep 2020 - Apr 2021

○ **Interviewer**

Planning and Development, Muzaffarabad, Pakistan

Multiple indicators cluster Survey 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 candidates' experience and skills. Completed surveys by rechecking contact information before ending each call. Analyzed and evaluated data, identifying trends in recruitment process.

Jun 2019 - Dec 2019

○ **Supervisor**

Salik Development Foundation, Muzaffarabad, Pakistan

Distribution the health card. Established open and professional relationships with team members to achieve quick resolutions for various issues. Worked with team to identify areas of improvement and devised solutions based on findings. Supervised team members to confirm compliance with set procedures and quality requirements.

Education

2025

○ **Institute of Cost & Management Accountants of Pakistan**

Certification

Accounting & Finance, CMA, Certified Cost Management Accountant

Incomplete

2021

○ **The Agriculture university of Peshawar**

Masters in Science, MS

Business Administration, Finance

CGPA: 3.5/4

2019

■ **Allama Iqbal Open University (AIU)**

Diploma, B.ed

Education, Education Management

Completed

2018

■ **The Agriculture university of Peshawar**

Bachelors in Business Administration, BBA

Business Administration, Finance

CGPA: 3.4/4

2013  **shaheen model college**

Intermediate/A-Level , F.Sc Pre-Engineering
Engineering
Percentage: 54%

2011  **Read foundation high school**

Matriculation/O-Level , Matric in Science
Matriculation
Percentage: 55%

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 interviewing techniques to evaluate candidates' experience and skills.

Completed surveys by rechecking contact information before ending each call. Analyzed and evaluated data, identifying trends in the recruitment process.

Languages

Punjabi

Intermediate

English

Intermediate

Urdu Expert