

SOBIA SHAHEEN

✉ sobiashaheen32@gmail.com

☎ 03325335071

📍 House ZB-174, St #11 Fauji Colony Pirwadhai
Rawalpindi

Summary

To pursue career in a progressive organization that provides opportunities for career growth and professional development in order to groom the overall personality. To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills. Experienced and results-oriented with a proven track record of building and maintaining strong client relationships. Skilled in understanding client needs, developing strategic account plans

Professional Experience

Office Assistant Registrar, INSTITUTE OF SPACE TECHNOLOGY (IST) 01/2025 – Present

- To assist in preparation of Working Papers for Senate Meeting.
- To assist in preparation of Working Papers for Syndicate's Meeting.
- To Assist Additional Registrar in arrangements of IST Senate, Syndicate meetings.
- To Assist Additional Registrar in drafting, preparation of IST Senate, Syndicate minutes.
- To assist Additional Registrar in the matters of IST institute teacher elections.
- To maintain up to date records of all aspect of operation of the Registrar Office.
- Providing full secretarial support to Additional Registrar.
- Produced all information related to the Additional Registrar office and other officers of the Institute.
- Assisting in conduct of Internal Meetings.
- Formatting and preparing documents for Additional Registrar office.
- To provide assistance to Additional Registrar for IST convocation.
- To undertake any other duties assigned from time to time.
- To provide office support to Additional Registrar.
- To prepare documents, typing letters, making presentations, emails.
- To prepare students various certificates for Registrar
- To deal with the matters of Registrar office dock dispatching, preparing envelops.
- To deal with the legal Advisor of IST and its connected matters.
- To initiate service Performa, demands and store matters for Registrar office

Exam Executive, IIMCT RIPHAH INTERNATIONAL UNIVERSITY 03/2024 – 01/2025

- Assigning invigilators for written exams.
- Defining seating arrangements in exams room.
- Providing assistance during clinical exam.
- Safekeeping of question papers and answer transcript.
- Ensure that all systems to be used for examination entries, records, issuing results and transcripts are working effectively and reviewed on a regular basis.
- Ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations.
- Receive examination results and certificates and making arrangements for their issues.

Licensing Associate, PAKISTAN MEDICAL COMMISSION 07/2021 – 06/2023

- Issuing of Faculty registration cards to Medical & Dental Practitioners.
- Issuing Provisional license & Renewal of full license to all Medical & Dental Practitioners
- Correspondence through calls and emails for resolving applicants and institutes issues.
- Working on CMS Portal to resolve applicants and institutes queries.

Accountant, PIXCIL (Pvt Ltd)	05/2019 – 06/2020
• Processing all incoming payments Handling petty cash • Making payments and keeping the bill paid • Prepare balance sheets, profit, and loss statements, and other financial report • Ensure all employees receive their salaries timely • Examining bank statements and reconciling them with general ledger entries • Examining expenses submitted by employees	
Account Officer, SUPER CROWN INT TRAVEL (Pvt Ltd)	11/2018 – 04/2019
• Disperse and monitor petty cash resources. • Perform day-to-day management of financial accounts. Update accounts receivable, payable and invoices • Assist in the processing of balance sheets, income statements • Assist with reviewing of expenses, payroll records etc. • Update financial data in databases to ensure that information will be accurate and immediately available • Prepare and submit weekly/monthly reports Examining expenses submitted by employees	
Computer Operator, CAPITAL ESTATE AND BUILDERS (Pvt Ltd)	01/2018 – 10/2018
• Disperse and monitor petty cash resources. • Answering telephone calls. • Welcoming visitors to the office and introducing them to the appropriate personnel. • Providing a range of reports depending on what is requested. Prepares payments by verifying documentation, and requesting disbursements. • Maintain daily expense sheet, balance sheet and profit/loss statements. • Prepare records, form and manuals for accounting and bookkeeping personnel, and their work activities	
Accountant, PIXCIL (Pvt Ltd)	12/2016 – 12/2017
• Processing all incoming payments • Handling petty cash • Making payments and keeping the bill paid • Prepare balance sheets, profit, and loss statements, and other financial report • Ensure all employees receive their salaries timely • Examining bank statements and reconciling them with general ledger entries • Examining expenses submitted by employees	

Education

M.A (Islamic Studies), Punjab University 683/1000 1st Division	2016 – 2018
B.A (Computer Studies, Persian, Islamic Studies), Punjab University 562/800 1st Division	2014 – 2016
F.A (Economics, Islamic Studies) Federal Board of Intermediate and Secondary Education 849/1100 1st Division	2012 – 2014
Matric (Islamic Studies, Arabic) Federal Board of Intermediate and Secondary Education 789/1050 1st Division	2010 – 2012

Skills

Team Work
Time Management
Client Relationship
Management
SAP Software
QuickBooks
Catalyst Software
Communication
Data Entry Management
CMS Portal
DIMS Portal

Languages

- English
- Urdu
- Punjabi

Courses

Microsoft Office, Pamir Educational Centre
Duration: 6 Months

Typing, Pamir Educational Centre
Duration: 6 Months

Short Computer Course, Govt Degree College Rawalpindi
Duration: 5 Months

Microsoft Excel Essential, ICMA
Duration: 1 Day

References

Will be provided upon demand.