



Rabiaaziz24547@gmail.com

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Muzaffarabad, Pakistan

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

Classroom lecturing | Financial Accounting | MS Excel | MS Word | Online lectures | Operational Tasks Handling | Social

Welfare Management | Team Leader

Experience

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Sep 2023 - Present 🔾	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 for projects
	 Innovating products and processes
	• Monitoring operational costs to maintain or increase profit margins
	 Improving operational procedures to promote efficiency
	Maintaining and analyzing all operational data
	Monitoring product inventories
	• Ensuring adherence to company procedures and policies
	 Assisting with employee training and evaluation
	 Fostering relationships between clients, suppliers and vendors

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Oct 2021 - Aug 2023	0	Visiting Lecturer AJK University Muzaffarabad AJ&K, Muzaffarabad, Pakistan
		• Developed and implemented innovative teaching strategies to engage students in lectures and coursework.
		 Created and designed quizzes, tests and projects to assess student knowledge. Designed and implemented various educational activities and programs to meet student needs.
		 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 - Sep 2022	0	Superior
		LQAS Survey For World Health Organization, Bhimbar, Pakistan
		• Achieved results by working with staff to meet established targets.
		 Created successful work schedules for each team member to maintain deadlines and fully staff shifts.
		• Applied strong leadership talents and problem-solving skills to maintain team
		efficiency and organize workflows.Collected, arranged, and input information into database system.
		 Generated reports detailing findings and recommendations.
		Gathered, organized and input information into digital database.Created and managed project plans, timelines and budgets.
Jun 2022 - Jul 2022		Interviewer The Third Party Vaccinated Immunization Community, Shangla, Pakistan
		 Conducted interviews with participants to assess eligibility. Assisted in coordination of on-site interviews, managing schedule to stay
		organized. • Built relationships with recruiters and hiring managers to enhance success of
		recruitment process.Utilized behavioral-based interviewing techniques to evaluate candidates'
		experience and skills.
		 Obtained updated contact information from all subjects and verified data for accuracy.
		 Completed surveys by rechecking contact information before ending each call. Analyzed and evaluated data, identifying trends in recruitment process.
Aug 2021 - Oct 2021	0	Team Leader
		Pakistan poverty alleviation fund, Muzaffarabad, Pakistan
		 Created and managed project plans, timelines and budgets.
		 Maintained database systems to track and analyze operational data. Generated reports detailing findings and recommendations.
		 Supported creation of detailed, technical financial models to value potential acquisition targets.
		 Collected, arranged, and input information into database system.
Sep 2020 - Apr 2021	0	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 schedule 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 - Oct 2019	0	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.
		 Developed and updated tracking spreadsheets for process monitoring and reporting.
		 Developed effective improvement plans in alignment with goals and specifications.
		 Evaluated staff performance and provided coaching to address inefficiencies. Collected, arranged, and input information into database system.
Aug 2017 - Dec 2017	0	Teacher
		Iqra Childern Academy, Peshawar, Pakistan
		 Graded and evaluated student assignments, papers, and course work. Participated in parent teacher conference to discuss developments of students and increase support.
		 Helped students explore concepts with engaging, learning-focused activities. Shifted between formal and informal methods of teaching to keep students engaged.
May 2016 - May 2017	0	Team Leader
		Salik Development Foundation, Mardan, Pakistan
Education		
2021	0	The Agriculture university of Peshawar
		Masters in Science , MS
		Business Administration, Finance
		CGPA: 3.5/4
2019	Ó	Allama Iqbal Open University IslamabadPakistan
		Bachelors of Education
		Education
		CGPA: 3.4/4

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 schedule 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.

Languages

Punjabi Intermediate **English** Intermediate **Urdu** Expert

