

Rabbia Nasir

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I am an ambitious and self-motivated individual with good leadership and strong communication skills. Aiming to work in a fast paced organization. As I strive to bring results in challenging environment by putting up my leadership skills to use. I focus on my personal as well as professional development and add value whenever possible. I hope to not only learn and apply technical knowledge, but also absorb the positive energy and attitude that leads one to a balanced and successful professional life.

WORK EXPERIENCE

Project Support Officer at Pak Women **January 2023 to Till Date**

The key work areas are as follows:

- Formation or reactivation of organizations/ groups.
- Organization of meetings of OPDs, SHGs and ISLGs. Checking of all organizations records and documentation and ensure that all documents are updated.
- Actively involved in identification, assessment, and verification.
- Supports the development of agreements and MoUs with committees or other civil society groups.
- Mapping of Technical, Vocational Education and Trainings (TVETs) Institutes and enrollment of youth with and without disabilities in selected TVETs after signing of MOUs.
- Door to door mapping of youth with and without disabilities and their families micro and small enterprises affected as a result of COVID 19 pandemic.
- Social mobilization for effective use of the community resources.
- Facilitates the capacity building and setup of representative committees.
- Follow up of businesses revive, strengthened due to provision of seed grants and loan from ISLGs internal savings.
- Arrangements and participation in kits distribution and maintain data in both hard and soft
- Supports in the development as well as distribution of Kits/materials for all activities implemented.
- To ensure that women and persons with disabilities are included in decision-making process

Communication Officer at AJK IT Excellence Centre- (Islamabad) **(Project of Prudential Solutions)** **July 2022 to December 2022**

The key work areas are as follows:

- Collaborate with management to develop and implement an effective communications strategy based on our target audience.
- Advise on, plan and implement communications activities using a variety of communications channels (press and broadcast media, social, digital, events) to raise the profile and awareness of the key messages of the Center.
- Generate content across core center channels (copy, images, video and other) that builds meaningful connections and encourages community members to take action. Maintain a focus on communications objectives including student success, reputation management and communicating academic excellence.
- Edit and proof read all communications materials to ensure excellent grammar and punctuation, consistency and compliance with brand, key messages and style guidelines
- Monitor the success of projects and, post campaign and analyses performance in order to make recommendations for future project
- Use a range of programs and software for design and creation of communication, e.g. Canva

Assistant Project Manager at Prudential Global Advisory- (Islamabad)

February 2022 to December 2022

The key work areas are as follows:

- Managing complete aspects of the Company's Projects and Programs from Initiation to Closing.
- Development of Project Plan, Monitor & control the day to day issues of Projects and Teams.
- Liaison & Manage relationships with strategic business partners (National & International Companies/Trainers/Consultants) and develop long-term business partnership strategies
- Manage Training Events and Liaison between clients, Trainer/Consultant(s) and organizers.
- Develop and maintain the database of Clients & their project Files, Coordination with clients for future projects - make cold calls or mails to client and follow up in order to eventually deliver the new training or consulting projects.
- Track Programs and project's performance, specifically to analyze the successful completion of short and long-term company's strategic goals.

Planning Assistant at Platinum Immigration - (Dubai)

November 2020 to October 2021

The key work areas are as follows

- Screening documentation and application for accuracy.
- Seek out missing or relevant information
- Maintain files of all work permit application past and present as per SOPs and compliance.
- Maintain spread sheet and create reports.

Protection & Inclusion-Internship at Islamic Relief Pakistan- (Islamabad)

February 2019 to November 2019

The key work areas are as follows

- Support in training material and preparation and reports.
- Reviewing projects report, preparing case studies & learning from the field.
- Organizing events and meetings.
- Support in Ramadan and Qurbani Program.
- Facilitating supervisor during training on PSEA & inclusion.

Management Trainee Officer at Tele Taleem- (Islamabad)

September 2018 to January 2019

The key work areas are as follows

- To prepare qualitative and quantitative report and feedback about the training.
- Report on the progress against project goals and objective
- Remote teaching to primary classes
- Scanning & assessment

EDUCATION

MSC– International Relation (2018 -2019)

IQRA University (Pakistan) CGPA: 3.8/4.0

BA – Bachelors in Arts (2013 -2014)

Quaid-i-Azam University (Pakistan)

SKILL-SET

- Good communication skills
- Strong problem-solving ability
- Interpersonal skills
- Leadership and Teamwork skills
- MS- Office expertise
- Event Management skills
- Ability to deal with people diplomatically
- Out of the box thinking
- Quick learner

PERSONAL QUALITIES

- Good communication and interpersonal skills
- Willingness to learn new things
- Disciplined and good etiquette
- Self-Management
- Hardworking
- Positive Thinker

CERTIFICATION TRAINING & WORKSHOPS

I have attended a few training sessions that include face-to-face and webinars and got participation certificates. They are as follows:

- Business Management Training
- Adult numeracy and financial literacy training
- Resilience and Social Cohesion training
- Training on emergency response
- Training on SERT
- Governance and Blue economy training
- Training Core humanitarian standards
- Training on social inclusion and gender analysis (SIGA)
- Training on PSEA and Sphere standards
- Advance advocacy and mobilization
- Business Model framework
- Developing proposal and effective report writing
- MS office