



Rabia ABDUL AZIZ

Operation Officer

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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

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

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.
- 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

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

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

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

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

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

Team Leader

Salik Development Foundation, Mardan, Pakistan

Education

2021

The Agriculture university of Peshawar

Masters in Science , MS

Business Administration, Finance

CGPA: 3.5/4

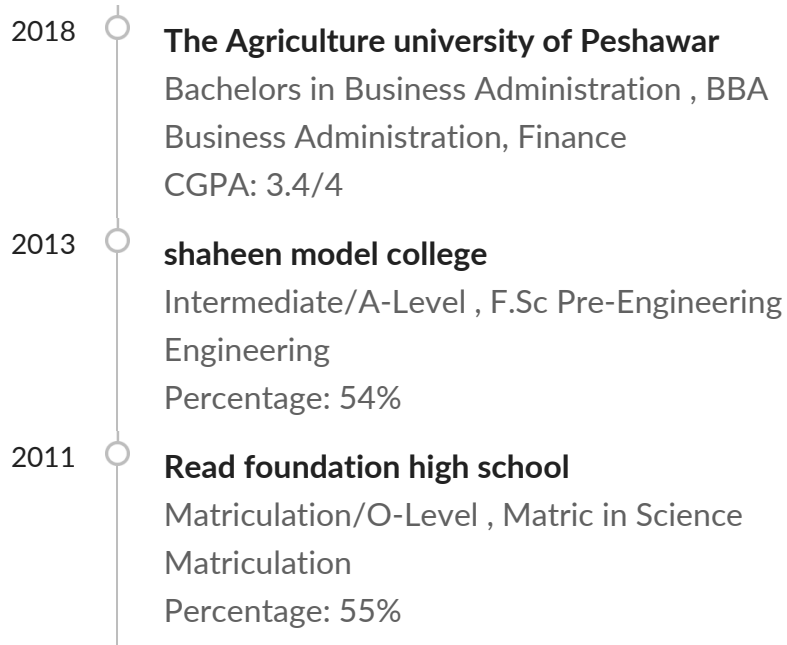
2019

Allama Iqbal Open University IslamabadPakistan

Bachelors of Education

Education

CGPA: 3.4/4



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