



Rubaika Ahmad

Business management

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OBJECTIVE

To utilize my education in the field and get a chance to implement my innovative ideas and critical thinking in a real business environment to obtain a position where I get a chance to enhance my skills and add value to organizational operations

WORK EXPERIENCE

CITY SCHOOL SYSTEM

01/2023 - PRESENT

ADMINISTRATIVE OFFICER

Oversee and manage daily office operations. Ensure a smooth flow of communication within the organization.

UNITED NATIONS DEVELOPMENT PROGRAM

08/2022 - 10/2022

WOMEN INCLUSION PROGRAM

Capacity development training of women. Research writing. Work-from-home project

PESHAWAR DEVELOPMENT AUTHORITY

2018 - 2019

OFFICE ASSISTANT BRT PROJECT

Schedule appointments and company meetings.
Processing mail and handling other communication with different administrative offices and the Asian Development Bank.
Overseeing front desk operations.

FEDERAL BOARD OF REVENUE

06/2017 - 08/2017

INTERNSHIP

Worked on the defaulted files through internal and external auditing.
To get familiar with the tactics used for taxation in Pakistan.

EDUCATION

INSTITUTE OF MANAGEMENT SCIENCES

2023 - PRESENT

MASTER OF BUSINESS ADMINISTRATION

Finance

UNIVERSITY OF PESHAWAR

2014 - 2019

BACHELOR OF BUSINESS ADMINISTRATION

Specialization; FINANCE
Investment and portfolio management
Accounting and finance
Management information system

CECOS DATA INSTITUTE PESHAWAR

DIPLOMA IN INFORMATION TECHNOLOGY

2018 - 2019

-E-commerce and web technology
-Graphic Designing
-Database and MS Access

BISE PESHAWAR

2012 - 2014

HSSC-HUMANITIES

Economics

BISE PESHAWAR

2009 - 2011

SSC

Science

CERTIFICATIONS

2018

Bancassurance sales consultant foundation training certificate

2017

Master certification in Next Gen Finance

2016

Training in leadership and innovation management Certificate

2015

Tribute to the armed forces of Pakistan and martyred of APS
By University of Agriculture Peshawar certificate

2014

Industrial certificate of Pepsi industry

SKILLS

Written and verbal skill ,Problem-
solving, Effective Time
management ,Report writing,
Customer services, critical
thinking

MS OFFICE