



# 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

### FREELANCING PLATFORMS

11/2022 - PRESENT

### CUSTOMER SERVICES REPRESENTATION AND DIGITAL MARKETING

Provide assistance to customers by answering inquiries, resolving complaints, and processing orders to ensure positive experiences and satisfaction. Experienced digital marketer and content creator with a passion for crafting compelling narratives and driving impactful online engagement

### PAIMAN ALUMNI TRUST

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

### INTERN

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

2024 - 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**

2018 - 2019

## **BISE PESHAWAR**

2012 - 2014

## **BISE PESHAWAR**

2009 - 2011

## **DIPLOMA IN INFORMATION TECHNOLOGY**

-E-commerce and web technology

-Graphic Designing

-Database and MS Access

## **HSSC-HUMANITIES**

Economics

## **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