



# Rubaika Ahmad

Business management

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Road, Peshawar

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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 an opportunity to enhance my skills and add value to organizational operations.

## WORK EXPERIENCE

### **TIMES CONSULTANT**

2024 - PRESENT

### **STUDENT COUNSELOR**

Provide guidance and support to students on academic, career, and personal matters, fostering their overall development. Assist in conflict resolution, goal setting, and mental well-being through individual and group counseling sessions.

### **FREELANCING, FIVERR**

1/2023 - PRESENT

### **CUSTOMER SERVICES REPRESENTATION AND DIGITAL MARKETING**

Assisting 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. Report writing

### **PESHAWAR DEVELOPMENT AUTHORITY**

2018 - 2020

### **OFFICE ASSISTANT- BRT PROJECT PESHAWAR**

Schedule appointments and company meetings.  
Processing mail and handling other telephonic communication with different administrative offices.  
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

### **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, Contract management

MS OFFICE( Word, Excel,  
PowerPoint)