



# Rabia Abid

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Sharjah, UAE 📍

Spouse Visa Holder 🏠

I am a highly motivated, ambitious, and quick learner individual with a work experience of 1.5 years and have done masters from the University of Punjab. A consistent and hardworking individual who is dedicated to delivering expected services and high level of performance in every task. I am currently looking for a new role that will utilize my skills and experience and kick start my career in this amazing country.

## WORK EXPERIENCE

### Assistant Education Officer Punjab School Education Department

07/2017 - 05/2018, Pakistan

- Achievements/Tasks*
- Responsible for monitoring and administration of 10 Government Primary Schools.

## EDUCATION

### MBA IBA, University of Punjab

09/2013 - 04/2015, Lahore, Pakistan, 3.5 CGPA

- Courses*
- Finance and management

### BBA (Hons) IBA, University of Punjab

09/2009 - 08/2013, Lahore, Pakistan, 3.8 CGPA

- Courses*
- Finance and management

### Fsc Federal Board, Islamabad

2009, Mandi Baha Ud Din. 84%

- Courses*
- Physics, Chemistry and Biology

### Matriculation Gujranwala Board. Gujranwala

2007, Mandi baha ud Din, 88%

- Courses*
- Science Subjects.

## SKILLS

Microsoft Word.

ERP

Microsoft Excel

Microsoft power point

Quick learner.

## INTERNSHIPS

CMD Department of Bank of Punjab  
(06/2013 - 08/2013)

- worked for reconciliation of various Govt Projects.

Meezan Bank, Lahore. (06/2017 - 08/2017)

- worked as personal banker and get to know working of front office of an Islamic bank.

Rollover Kids Clothing Company, Lahore  
(09/2019 - 12/2019)

- worked as online sale executive as well as Customer support manager.

## ACHIEVEMENTS

Got selected in Govt sector at 16 scale.  
(07/2017 - 06/2018)

IELTS done with overall 7.5 bands  
(06/2017 - 06/2019)

## LANGUAGES

Urdu

Native or Bilingual Proficiency

English

Full Professional Proficiency

## INTERESTS

Travelling

Book Reading

Movies