

RABIA UMAIR

Computer Engineer

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Karachi, Pakistan

PROFILE

An innovative thinker, initiative taker and multi dimensional professional with exceptional logical and analytical skills possesses experience as a computer science engineer. Strong motivational and leadership skills and ability to work under pressure and time span individually or in team. A little know how of programming languages and database.

EDUCATION

Bachelor of Computer Science 2014-2018
Bahria University

Pre-Engineering 2012-2014
Defence Authority Collage For Women (D.C.W)

EXPERTISE

- Management Skills
- Negotiation
- Critical Thinking
- Communication Skills
- Problem Solving
- Conceptual and IT skills
- Client Relationships
- Document Control
- Report production

LANGUAGES

- English
- Urdu

SKILLS

- Data Analysis / Visualization & data handling
- Microsoft Office
- Leadership & Collaboration
- Logo Designing
- Data Entry
- Email Managements
- Spreadsheets

WORK EXPERIENCE

Universal logistics and Cargo

Administrative assistant 2018-2020

- Drafted 10+ emails daily for HR staff in regards to company policies, events, and trainings.
- Communicated with staff to schedule meetings and assist them as needed.
- Managed content, and SEO Marketing, Branding and Logo Design
- Handled calendar management and filing systems accurately.

Pak Petro Company

Administrative Coordinator 2021-2023

- Working with the wider development team.
- Managed 6+ administrative staff, empowering them to perform their tasks effectively.
- Composed written documentation and maintained department databases.
- Planned and coordinated events to ensure staffing and locations were accurately accommodated.
- Supported senior management with company scheduling and meetings.
- Provided exceptional customer service when handling in-person, phone, or email interactions with clients.