

**Hibba Rehan**

hibbarehan66@gmail.com

03170531341

[linkedin](#); Hibba Rehan

## EDUCATION

### **2021--2025: Bachelor's in business administration at FAST NUCES Islamabad:**

Modules: Accounting & Finance, Marketing, Management, Statistics, Math etc.

Projects: statistical inference, HRM projects, marketing product plans with 3+ GPA

### **2016--2020: IGCSE O and A-Level, Roots IVY Campus, Rawalpindi:**

3 A's and A+ including subjects: English, Urdu Biology and Sciences in o-levels

A's including subjects: Business, Economics, Urdu in A-level

### **2005-2015: Beacon house School System Rawalpindi:**

Primary and secondary education with good academic and extracurricular performance

## WORK EXPERIENCE

### **Student Ambassador of “Jazz x FAST” | Jan 2023 – Present**

- Student ambassador for JazzCash for the youth engagement drive

### **Student Ambassador of “Yaar Chalo” Travel Company | May 2022 - Present**

- Achieved the student ambassador program improving my social and marketing skills through traveling and increasing the number of student clients and attracting tourists by 20%

### **Vice Head of FAST NUMS Finance Team | March 2021 - Present**

- Organized several events by the FSM society, ensuring the proper timely collection of funds for the event's operations at FAST
- Selling and recording event tickets, managing large sums of money with responsibility, diversifying the revenue portfolio of the event by generating over 1 million

### **Member of Marketing Team for NASCON | March 2022 - June 2022**

- Organized nascon'22; marketing across all universities of several major cities like NUST, GIKI, COMSATS
- Increased student registration base for nascon'22 by 3 18% as compared to the previous. Collected and analyzed data to identify the area for improvements from the past events

### **Accounts Manager at RCC | April 2021 - December 2021**

- Scanning, bagging, and load purchases; process cash, cheque, and credit card 100+ transactions on average while balancing cash drawer up to the sale of over 1 million per day
- Proficiency with POS software systems, generating daily cashier audits and reports
- Merchandising to maximize sales and Retail front end operations

### **Self Employed Artist | January 2018 - Present**

- Creation and Sale of custom artwork through a portfolio page with over 3000 followers (Instagram @behind.the.canvas\_

### **Managed several Roots Olympiads and other events | 2016 – 2020**

- Successfully organized different events like IYLO & RIJMUN, directing their feasibility report, and managing key tasks

## SKILLS & PERSONAL INTEREST

- Usage of QuickBooks accounting software and POS system
- Proficient in Microsoft Word and PowerPoint and Excel
- Fluent communication in English and Urdu
- Content Writing and Arts.