

RUBA HAROON

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Education:

Governor House:

Currently doing the course on Artificial Intelligence, Web 3 and the Metaverse at the governor house. This program equips students with the knowledge and skills to navigate and innovate in these rapidly evolving fields

JINNAH UNIVERSITY FOR WOMEN (2.9/4.00)

BBA (Finance)

(2017-2020)

LITTLE FOLKS SCHOOL (GRADE :(750(out of 850))

COMPUTER SCIENCE

(2013-2014)

- Effective study skills: Achieved 3rd position in the field of business among 45 students in a class

Professional Experience:

JINNAH UNIVERSITY FOR WOMEN: (1.5 yrs.)

Preparing financial reports, overseeing the student billing and collections, feeding data in software's, proficiency with accounting software's (such as Excel, Student management software). Addressing and resolving cost- related issues. Making budgets and performing cost-related activities. Efficient in data handling and making bank-reconciliation.

NATIONAL BANK OF PAKISTAN:

Completed my 8 weeks internship in the department of Finance

AMAL ACADEMY:

Education startup funded by Stanford University that teaches professional skills to students and corporations

Career-Prep Fellow: (Completed in 2020) _Communication: Completed a competitive written application and interview process to be selected from over 5300+ applicants for intensive 3-month Fellowship funded by Stanford University

_Skills development: Invested 150 hours in order to develop business skills (e.g., communication, leadership, problem-solving, teamwork, etc.) that will help me make a deeper impact on the job

Academic Experience:

GENERATING ELECTRICITY THROUGH WIND ENERGY: Karachi, Pakistan

Pakistan is a city which is facing a shortage of electricity and many people do not afford the generator and UPS, so we decided to generate electricity through wind energy by the cheapest means

Leading skills: Organized the project with 4 group members in Jinnah University for Women (September 2019-December 2019)

- *Problem Solving: Addressed the problem of 100 village people and provide them the model of the project and succeeded 80% in the project*
- *Communication skills: Interacted with 4 group members and guided them on how to work in the model*

Volunteering Activity

Jinnah University for Women:

- *Event Management: organized and managed a job fair event in university for the whole university and targeted 20 companies to come and hire for fresher or for internship (2018)*

Honors and Awards

ACADEMIC SCHOLARSHIPS:

- *Achievement: Received 100% full merit-based academic scholarship from Jinnah University for Women (2018-2019)*

AWARDS AND CERTIFICATION

- **Achievement:** Received certificate related to different courses such as Freelancing, Web Development and many more
- **Achievement:** Received certificate on organizing job fair in Jinnah University for Women (2018)
- **Achievement:** Received certificate on poetry writing by children's academy (2012)

Additional:

- *Technical skills: SPSS software, MS office, MS Excel, PowerPoint*
- *Hobbies: reading books, Graphic Design, blog writing, arts*
- *Language: English*