



# Rubab Zahra

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## QUALIFICATIONS

- |                                   |                          |
|-----------------------------------|--------------------------|
| • M.Phil CS (Text Mining)         | 2.86 CGPA                |
| • BS(HONS) Information Technology | 3.08 CGPA                |
| • F.sc (Pre-Eng)                  | 1st Division             |
| • Matriculation                   | 1 <sup>st</sup> Division |

## OBJECTIVES

I am an accomplished administrator with strong organisational skills and proven administrative experience. My previous roles have demonstrated that I am a team player with excellent attention to detail and the ability to remain calm and professional under pressure. I am looking for a senior administrative role.

## ACHIEVEMENTS

- Participate in networking workshop 2014
- Got 1<sup>st</sup> position in inter department project presentation
- Present Research Paper "Knowledge Data Discovery In Bio Informatics" at a conference in "University Of South Asia".
- Employee of the year award.
- Best Book in charge (selected by worthy Minister Of Education Dr.Murad Ras)

## Work history

December 2015 – date

### Program Officer | PUNJAB INFORMATION TECHNOLOGY BOARD

I am responsible for Developing digital content for different grade level and to train teacher of province Punjab about the usage of Digital Content. My main responsibilities include:

- PO in eLearn.punjab at Arfa Software Technology park in (PITB)
- Train teachers of **Pakistan Air Force** for the usage of Digital Content
- Development of Animated Videos.
- Train teachers of district **Rawalpindi** and **Khushab**.
- Collaborating with **Lahore High Court** via PITB in **Case Flow Management System**
- Supervise Khushab district for public schools
- Delivered Lectures from PITB(Punjab Information and Technology Board) on e-Learning at **DSD (Directorate Of Staff Development)**
- Train teachers of Lahore and Kasur districts for usage of digital content.
- Developing the content (in the form of graphic , animation according to the curriculum)for **6th , 7th, 8th , 9th and 10th and 12th** grade books of Punjab Text Book Board to make them interactive through animation , simulation and videos.
- Prepare 200 Multimedia class rooms under PITB's project "eLearn.Punjab.
- Prepare 12th grade Biology book of Punjab Text Book Board to make it interactive via animations and animated videos.
- Develop animated videos for grade 6th to 10th.
- Visits schools for tablet distribution.
- File Management.
- Providing communication across all business matters for creators, brand extensions, industry trends and revenue opportunities.
- Monitor analytics to understand best practices.
- Teach computer science from class 9th -12<sup>th</sup>
- Instruct computer course at "Green Cap Public School.

## PROJECTS:

### WebSite development (UE Social Societies)

(Website development of University Of Education in which all the information about upcoming and past events, held in university, being upload. User can register himself for any event as participant , volunteer etc and view images or awards of different societies.)

### Database of Administration System( UE Library Management System)

(Library of University of Education works manually we have developed a database system that will be able to store each and every information about books , Librarian & Users

## Skills

- Intermediate HTML and CSS
- Excellent written and verbal communication skills as well as strong time management skills
- Great interpersonal communication
- Excellent writing ability – examples available on request
- Analytical knowledge
- Proven ability to design successful email campaigns
- Research skills
- Cheerful disposition with a positive, can-do attitude.
- Good attention to detail with a high level of accuracy.
- Highly creative with experience in identifying target audiences and devising digital campaigns
- Highly capable of brainstorming and presenting new creative growth strategies
- Flexible with working hours
- Ability to effectively engage with colleagues and external stakeholders.
- Diligent with great attention to detail, good at ensuring paperwork is in order and reporting to management.

## Hobbies and interests

When I'm not at work, I love going to the gym and keeping fit

I also love rowing and take part in local competitions several times each year.

## RESEARCH PAPER

- Wrote a research paper on following topic  
"Knowledge Data  
Discovery In Bio-  
Informatics"  
In this research paper Data Mining techniques are discussed which are helpful for extracting information from human body and how these techniques are used in real life. Whereas little introduction of Bio-informatics in also given.
- Second research paper in publication process namely "restricting spammers form writing fake reviews using Spam Restrictor and Duplicate Remover". The study will help in spotting fake reviews written by spammer to misguide users of online shopping.

## References

Will be provided on demand