**Rabeea TAhir**

House Number 265, Block R-3, Johar Town, Lahore, Pakistan | 0300-4734756 | itsrts@yahoo.com

EDUCATION

Linnaeus University, Växjö, Sweden

**Masters Course in Business Process and Supply Chain Management 2013-2014**

Specialization: Masters Course in Logistics and Controlling in Supply Chains

Linnaeus University, Växjö, Sweden

**Masters Course in International Marketing Strategy 2013**

Specialization: Marketing Course (research-based) in International Marketing Strategy

Hailey College of Banking and Finance, University of the Punjab, Pakistan

**Masters in Business Administration (Banking and Finance) 2003-2005**

Specialization: Banking

Kinnaird College for Women, Lahore, Pakistan

**Bachelors in General Sciences 2001-2003**

Majors: Mathematics, Economics, Statistics

Kinnaird College for Women, Lahore, Pakistan

**Intermediate Certificate in Arts 1999-2001**

Majors: Mathematics, Economics, English Literature

Pakistan Education Academy, Dubai, United Arab Emirates

**Matriculation Certificate in Pure Sciences 1997-1999**

AWARDS AND ACHIEVEMENTS

Excellence Award, Hailey College of Banking and Finance 2005

Vice Chancellor’s Shield, University of the Punjab 2004

Speaker in the National Level First Students’ Convention, Jinnah Convention Center, Islamabad 2004

President Debating Society, Hailey College of Banking and Finance 2003 – 2005

President Debating Society, Kinnaird College for Women, Lahore 2001 – 2003

Member Students’ Council, Kinnaird College for Women, Lahore 2001 – 2003

PROFESSIONAL EXPERIENCE

The City School – Model Town Link Road, Lahore

**Economics and English Teacher (O Level and Cambridge Stream) August 2019 – Date**

To teach Economics to O level students and English to students of 7 and 8 grades.

Additional Responsibilities: Incharge for Entrepreneur Club, **APTIS tutor**

The City School – Model Town Link Road, Lahore

**English Teacher (Cambridge Stream) August 2018 – August 2019**

To teach English to students of 6, 7 and 8 grades.

Additional Responsibilities: English Debating Society Incharge

The City School – Model Town Link Road, Lahore

**English Teacher (Cambridge Stream) August 2017 – August 2018**

To teach English to students of 6 and 7 grades.

Additional Responsibilities: English Debating Society Incharge and Ambassador Value Education

The City School – Gulberg Nursery, Lahore

**Early Year Teacher August 2016 – August 2017**

To teach early years all the educational subjects and to build on their socio-emotional aspects of life.

Additional Responsibilities: News letter content writer (Term 1), prepared young students for representation for Early Years Education Symposium, prepared students for interviews on values and held the interview segment during Value Education Showcase.

The City School – Model Town Link Road, Lahore

**Mathematics Teacher August 2015 – August 2016**

To teach mathematics to students of 3, 4 and 5 grades. (1st Term)

To teach geography, history, Islamiyat and Value Education to students of 6, 7 and 8 grades. (2nd Term)

PROFESSIONAL EXPERIENCE (Continuation)

The City School – Model Town Boys Campus, Lahore

**Mathematics Teacher (Mathematics Cambridge Board O Levels D1) April 2015 – June 2015**

To teach mathematics to students of 5 and 6 grades.

Teleborg Centrum Skola – (Teleborg Centrum School)

**Practice January 2013 - May 2013**

To help teach mathematics to students of 9th, 8th and 7th grades.

Al Baraka Bank (Pakistan) Limited formerly Emirates Global Islamic Bank

**Remittance Officer July 2010 – October 2011**

Executed money transfers, pay orders, demand drafts after proper scrutiny, delivered cheque books to customers or third parties as per regulations, cleared cheques over the counter and sent for centralized clearing, processed outward bills collections with timely follow-ups and postings, signature verification as a power of attorney, made payments to vendors, , CCTV custodian and back-up of Manager Operations

**Customer Relationship Officer January 2009 – July 2010**

Maintained and retained customers through efficient services and effective handling of their issues, customers’ quick complaint resolutions and follow-ups, account opening, registration of various newly-marketed products, locker custodian, kept record of incoming and outgoing mails, timely order of office stationery and office supplies, kept office decorum with respect to supervising cleanliness and hygiene of the premises , kept record of staff members leaves etc.

The Royal Bank of Scotland former ABN Amro

**Officer - Credit Risk Management October 2007 – January 2009**

Analysis of credit cases using professional tools of ECIB, debt-burden ratio and data check and even telephonic verifications, maintained record and MISes, prepared verification reports etc.

Diabetic’s Institute Pakistan

**Business Executive April 2006 – November 2006**

Looked after the business aspects, hired and trained personnel, gave lectures, arranged events, conducted seminars, reviewed reports and took necessary measure, changed office outlook wherever required.

LANGUAGES

English – speak fluently and read/ write with high proficiency, **(scored C1 in C1 category in APTIS held by The British Council in April 2017)**

Urdu – native language

Swedish – D Level SFI

PUBLICATIONS AND PAPERS

*HR Intervention for Organizational Turnaround*

Research Paper Competition held by The Institute of Bankers Pakistan Winter 2007

*Challenges and Opportunities in Micro Finance*

Research Paper Competition held by The Institute of Bankers Pakistan Summer 2007

Computer skills

Microsoft Word - Excellent

Microsoft Excel - Very Good

Microsoft PowerPoint - Good

Internet browsing and surfing - Very Good

Experience of various intranet - Excellent

COUNTRIES VISITED

Sweden – October 2011 – April 2014

United Arab Emirates – December 1998 – May 1999

Bahrain – September 1997 – December 1998

Kingdom of Saudi Arabia – November 1990 – June 1996

References

References shall be provided if required.