C:\Users\pc\Desktop\linkedin icon.jpgC:\Users\pc\Desktop\ph icons.jpgC:\Users\pc\Desktop\email icons.jpgC:\Users\pc\Desktop\location icons.jpgWindows Operating Systems, MS Excel, MS Word, MS PowerPoint, E-Views, Internet Explorer, MS Outlook. Disk Operating System, Internet One Drive & Email.

**AAFIA RASHID MALIK**

**+92 331 9415585 aafiamalik@yahoo.com Islamabad, Pakistan**

**http://linkedin.com/in/aafia-malik-305bb629**

**PERSONAL DETAILS:**

**Nationality:**

* Pakistani
* British

Able to travel without any visa restriction to all of EU, USA, Canada and commonwealth countries with UK visa treaty.

**PROFESSIONAL SUMMARY**

I am having 10+ years of experience in Management and Training. Organizing trainings, Report writing, preparing Notes, Letters, Newsletters, Press Release and Proposals, making training schedules, taking minutes, handling FDA’s activities on Social media, acting as stage secretary, conduction of vlogs, tapping and coordinating with the resource persons for trainings, working on MS Word, Excel, PowerPoint, etc are my expertise.

**EMPLOYMENT**

**Assistant Program Officer** (August 2012 – till date)

**COMSATS University, CUI**

**Islamabad, Pakistan**

Working as an Assistant Program Officer (APO) in Faculty Development Academy (FDA), the training wing of COMSATS University, Islamabad (CUI).

**KEY ACCOMPLISHMENTS**

* Arranging trainings for the newly recruited faculty plus the existing faculty members in order to enhance their skills & quality of work.
* Arranging workshops for professionals working in different organization, regarding Capacity Building, Personal & Professional Grooming, Online Excellence the advancements in technologies etc.
* Making schedules for the trainees, tapping best Resource Persons for the participants.
* Taking care of FDA’s website by keeping it updated and posted with cooperation of IT department. <http://ww2.comsats.edu.pk/FDA/>
* Handling all activities on FDA’s FaceBook, Twitter and LinkedIn accounts. <https://www.facebook.com/CUIFDA/>

<https://twitter.com/FDACUI>

<https://www.linkedin.com/in/fdacui/>

* Prepared newsletter for FDA with the name of ZAWIYA issue I, II & III. <http://ww2.comsats.edu.pk/FDA/NewsLetter.aspx>
* Writing messages from the Rector in the newsletters.

<http://ww2.comsats.edu.pk/FDA/NewsLetter.aspx>

<http://ww2.comsats.edu.pk/fda/files/Zawiya%20Issue.%203.pdf>

* Developing Course packs, Report Writing, Article writing, working on different MOUs, preparing Power Point presentations, Letter Writing, Noting, Drafting etc.

**SKILLS**

Windows Operating Systems, MS Excel, MS Word, MS PowerPoint, E-Views, Internet Explorer, MS Outlook. Disk Operating System, Internet One Drive & Email.

**LANGUAGES**

* English
* Urdu
* Punjabi
* Pashto

**EDUCATION**

**MSc. Economics**

(Sep 2000 – July 2002)

Quaid-e-Azam University, Islamabad.

**Emphasis Fields**: Public Finance, International Monetary Economics, Monetary Theory, Financial Theory and Capital Markets, Cost Benefit Analysis and Project Evaluation, Labor Economics and Specialization in International Trade.

**Bachelors in Arts (BA)**

F.G. College for Women F-7/2, Islamabad.

(Oct 1998 – Nov 2000)

**Majors:** Economics, Applied Psychology, Mathematics.

<http://ww2.comsats.edu.pk/fda/files/SE.pdf>

<http://ww2.comsats.edu.pk/fda/files/LS.pdf>

<http://ww2.comsats.edu.pk/fda/WorkshopReports.aspx>

<http://ww2.comsats.edu.pk/fda/Insights.aspx>

[Assessment For online Learning.pdf](file:///D:\2021%20onwards%20Trainings\New%20Reports\Assessment%20For%20online%20Learning.pdf)

* Prepared and submitted a proposal for Association of Commonwealth Universities, ACU Gender Grants along with an estimated budget.
* Arranged Skills Enhancement & Employee Development (SEED) Program for all campuses of CUI and also wrote comprehensive reports for the workshops held at Sahiwal, Attock, Islamabad and Abottabad campuses. <http://ww2.comsats.edu.pk/FDA/files/Report-Skill-Enhancement-and-Employee-Development-Program.pdf>
* Covered the sessions in form of report, delivered by Directors in “Changing Tomorrow” a workshop for Academic Heads. Dr Tahir Naeem, Director P&D, CUI, Dr Junaid Mughal, Director CUI Attock Campus, Prof. Dr. Saleem Farooq Shaukat, Director CUI Vehari.

[Report on 'Changing Tomorrow'.pdf](file:///D:\2021%20onwards%20Trainings\New%20Reports\Report%20on%20'Changing%20Tomorrow'.pdf)

* Handling responsibilities of Stage Secretary in training sessions, (in-person + online).
* Conducted ‘Guftugu’ session, an interview with HOD for the working and understanding of staff and students. <https://youtu.be/so7PeQRXDOE>

**Subject Teacher** (August 2011 – July 2012)

**Froebels International School,**

**F-7/2, Islamabad**

Worked as a subject teacher in FIS, teaching different subjects to the Primary Years. Duties involved were; Preparing Yearly/Monthly/Weekly Planners, assignments, delivering lectures, arranging different activities for the pupils. Preparing home activities, making and taking assessments & exams, etc.

**Registered Interpreter** (2009 – 2010)

**D.A. Languages & Language Empire**

**Manchester, UK**

Worked for the above two companies as an interpreter for five languages; Urdu, Punjabi, Pushto, Hindi & English. Mentored the newly arriving immigrants with language problems in familiarizing them with UK legal system. Helped new immigrants in finding employment opportunities and housing assistance. Worked with immigrants on getting them registered with National Health Services of UK.

**EXTRA CURRICULAR**

* Participated as a student volunteer in British Council Education Exhibition 2002
* Worked with UNHCR on the repatriation project of Afghanis
* Active participation in college Dramatic Society
* **The Shoppe:** Prepared and executed a marketing project of a gift store at university premises

**CRM Executive** (July 2003 – April 2005)

**Instaphone (Pakcom Limited)**

Worked in Instaphone, cellular company, as Credit Executive in Credit Control Department. Duties involved were: Credit & Collection, Limit Monitoring & Customer Retention Management. Utilized Unix based command system software to collect customer inquiry related data. Assisted in resolving customer disputes.

**Teaching Assistant** (Feb 2003 – June 2003)

**Dr. A.Q. Khan Institute of Technology & Management**

Teaching Assistantship at Abdul Qadeer Khan Institute of Technology & Management. Arrangement of seminars, workshops and guest lectures, Assisted students and professors in their assignments, projects etc.

**Assistant Credit Control Manager** (Nov 2002 – Jan 2003)

**Instaphone (Pakcom Limited)**

Worked in Credit Control Department and Tele Marketing, bill adjustments, corrections, escalation of issues to the relevant department personal. Worked on Unix Based command system engineering software for querying customer records, compilation of reports and blocking and unblocking of numbers.

**Anchor Person cum Administrator** (Sept 2000 – Dec 2001)

**PTV (Channel-3)**

Hosted television shows, prepared marketing campaign for the channel, wrote scripts for household and kitchen related programs. Broadcasted Live transmission.

**PROFESSIONAL TRAININGS**

* Engaging University Faculty for Mental Health Wellbeing of Youth
* Leadership Reawakened (BINT Empowering Communities)
* Skills Enhancement & Employee Development Program
* HEC’s Policies for Sexual Harassment
* Professional Discourse for Admin Personnel
* Academic Writing Skills
* Navigating Beyond Change
* Noting and Drafting
* Stress Management
* Seven Habits of Highly Effective People
* OCAT (One Customer at a Time)
* Characteristics of a Good Salesperson
* Six Hats

**REFERENCES**

Available on demand.