

Rubab Zahra

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QUALIFICATIONS

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|-----------------------------------|--------------------------|
| • MS CS (Review Mining) | 2.86 CGPA |
| • BS(HONS) Information Technology | 3.08 CGPA |
| • F.sc (Pre-Eng) | 1st Division |
| • Matriculation | 1 st Division |

Work history

December 2015- till date

Program Manager | **PUNJAB INFORMATION TECHNOLOGY BOARD**

I am responsible for Deployment and implementation of dynamic portal used by government departments for decision making and better future planning. Main responsibilities include:

- Develop & Deployment of **School Information System, School Education Department Punjab**. (Including Annual School Census, Transfer posting of public school teacher, record maintenance of 11.9 million public school students)
→ www.sis.punjab.gov.pk
- Development & Deployment of **Education Management Information System** for **Government of Gilgit Baltistan**.
→ www.emis.gilgitbaltistan.gov.pk
- Development & Deployment of **Private Education Provider Registration & Information System (PEPRIS)**
→ www.pepris.punjab.gov.pk
- Development & Deployment of **School Information System** for **Punjab Education Initiative & Management Authority**
→ www.peima-sis.punjab.gov.pk
- Development & Deployment of **Punjab Chief Minister Scholarship Portal**
→ www.cmscholarship.punjab.gov.pk
- A comprehensive complaint portal for students, where students can register their complaints regarding board examination
→ www.compalints.bise.punjab.gov.pk
- Train teachers of **Pakistan Air Force** for the usage of Digital Content
- Train teachers of district **Rawalpindi** and **Khushab** for the 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.
- Collaborate with **Lahore High Court** via PITB in **Case Flow Management System**.

Operational Experience:

- Manage operational and administrative matters of the office including the space management, documentation, and internal and external coordination.
- Prepare operational and strategic reports highlighting the performance and achievements of the Office
- Support with the management of annual internationalization budget and funding operations including government funding opportunities and initiative
- Ensure completion of all necessary documentation, communication and coordination with all relevant internal and external departments
- Providing communication across all business matters for creators, brand extensions, industry trends and revenue opportunities.
- Monitor analytics to understand best practices.

Skills

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

References

Will be provided on demand